



ATHULYA PD

CLAIM SUBMISSION OFFICER/
INSURANCE COORDINATOR

PERSONAL PROFILE

I am an energetic ambitious and a dedicated graduate who is aiming to develop my career in a professional organization on where I can showcase my talent and skills to meet company goals with full integrity and zest.. The opportunity to learn new skills and work with new technologies is particularly attractive to me. Outstanding ability to work under pressure and multi-task in challenging circumstances

CONTACT

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☎ 9012043797

🌐 <https://www.linkedin.com/in/athulya-dileep-643187181>

EDUCATION

B.com computer application.
2014-2017

SKILLS

- SAP (RCM Module)
- INSTA (RCM Module)
- CLINICSOFT (Dental)
- Internet Browsing
- G Mail, Outlook and all related Applications
- MS Office Package, spreadsheet etc.
- Sound knowledge about HAAD and DHA rules.
- Pre-authorization and approval management, approval revision experience.
- Knowledge of managing E-CLAIM Portals
- Posses' strong knowledge of CPT, ICD, HCPCS and medical terminologies.
- Posses' strong knowledge in outpatient & day case billing, auditing and submission
- Efficient typing speed of 40wps.

WORK EXPERIENCE

DYNAMED HEALTHCARE SOLUTIONS(VPS GROUP-UAE), March 15 2018

While in Dynamed (VPS Group), I had:

Four-year Experience in handling medical insurance claims and billing process of hospitals and medical centers under VPS Group-UAE.

Maintained the highest levels of accuracy and patient confidentiality.

•Submitted and followed up claims with the concerned patient's health insurance company.

•Trained new employees with patience and guidance, ensured on the job training was current and correct and Additional job responsibly includes handling monthly reports, allocating files to users etc.



03 March 2023

Athulya PD
Emp code: 1164

Experience/Relieving Certificate

This is to certify that **Ms. Athulya PD** has been working with Dynamemed Solutions Pvt Ltd since **15th March 2018**. Her resignation has been accepted and she was relieved from her duties as **Claim Submission Officer Level-1** with effect from the closing working hours of **24th February 2023**.

We wish her all the very best for the future.

Dynamemed Healthcare Solutions Pvt Ltd

Arvin D Silva
Chief Operating Officer

