

## CONTACT

### Soumya K S

📍 Madathumpadi, Thrissur Dist.Kerala.

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✉ soumyas4u@gmail.com



## SUMMARY

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Insurance coordinator with ten year's of experience in administrative and clerical duties of health insurance in two hospitals.

## EXPERIENCE

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2021 - 2023

- **Senior Insurance Coordinator - Gurudharmam Mission Hospital, Thrissur, Kerala, India.**

The overall administrative and clerical tasks of the health insurance and public relations departments are to support the daily operations of the healthcare facility.

Interaction with corporate officials of Medisep and other TPA's/Insurance companies regarding the empanelment,claims approvals, rejections, queries, payments and reconciliation.

Maintain and update records both digital and physical, ensuring accuracy and confidentiality.

Work closely with all clinical and non clinical staff within the hospital.

Maintain a presentable appearance at all time to reflect the professionalism of the hospital.

Represented the Hospital in all official training,meeting and strictly follow the decision emerged.

Maintain weekly reports to confirm that payments from TPA/Insurance companies are up to date and follow up if there are any overdues.

Ensure that all insurance related duties are completed in a timely and accurate manner to ensure excellent patient relations and financial success for the hospital.

Duty arrangements for public relation executives and public relation officers.

Arrange necessary manpower for medical camps conducted inside and outside the hospital.

Apart from the duties listed above, I also fulfilled other tasks that were given to me by superiors.

2012 - 2019

- **Insurance Clerk - Sree Narayana Institute Of Medical Science,Ernakulam, Kerala, India.**

Interaction with corporate officials of KASP, ECHS and other TPA's/Insurance companies regarding the claims approvals, rejections, queries, payments and reconciliation.

Taking preauth and claim intimation approvals

Work closely with doctors and other clinical and non clinical staff for claim process.

Service as a liaison between insurance carriers, staff and patients to resolve any concerns and maintain a positive working relationship.

Represented the Hospital in all official training,meeting and strictly follow the decision emerged.

Ensure all insurance related duties are completed in a timely and accurate manner to ensure excellent patient relations and financial success for the hospital.

## SKILLS

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- Active Listening \* Communication \* Computer Proficiency \* Multitasking \* Customer Service \* Patience \* Friendly Attitude \* Logical Thinking \* Problem Solving \* Decision Making \* Strong Time Management

## EDUCATION

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- 2005 • **IATA**  
AIMS, Ernakulam, Kerala, India
- 2004 • **B. Com**  
Calicut University, Kerala, India
- 2001 • **Plus two**  
V C S H S S, Ernakulam, Kerala, India
- 1999 • **SSLC**  
V C S H S S, Ernakulam, Kerala, India

## COMPUTER KNOWLEDGE

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- HMS - Leedhar, Ideamed, Grapes, Hysan  
  
DCA ( Diploma in Computer Application ) from Theresian Academy, Thrissur,Kerala, India  
  
Office Secretary / PRO ( Office Management, MS Office, Book keeping and internet ) from NCET Thrissur,Kerala, India.

## LANGUAGE

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- English,Hindi, Malayalam

## PERSONAL INFORMATION

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- Date of Birth : 05/05/1984
- Marital Status : Married
- Nationality : Indian
- Gender : Female

## REFERENCE

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Will provide you upon request.



SOUMYA K S