



BABURAJ S

GET IN CONTACT

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PERSONAL DETAILS

Date of birth 09-12-1968

Marital status Married

Nationality Indian

Passport No V8781143

Validity: -28-03-2022 to

27 -03- 2032

TECHNICAL SKILLS

MS Office PowerPoint,
Tally, and Shorthand,

LANGUAGES KNOWN

- **English**
- Hindi
- Malayalam

EDUCATION HISTORY

Post-Graduation

MASTER OF COMMERCE

MEDICAL INSURANCE COORDINATOR

Talented Insurance Coordinator with 16-year background in hospital settings. Expert in managing insurance claims process, maintaining patient accounts and liaising with insurance companies. Well-versed in Medicare, Medicaid, HMO and PPO insurance requirements.

WORK EXPERIENCE

Insurance Coordinator at G.G. Hospital, Thiruvananthapuram

October 2021 to July 2023

- Coordinate with healthcare providers to obtain pre-authorization for medical procedures, surgeries, and treatments from insurance companies.
- Maintained comprehensive knowledge of various insurance policies, staying current with industry changes to provide expert guidance to patients and colleagues.
- Validated patient information, scheduled test/surgery information, and insurance details.
- follow-up on unpaid claims, delayed processing, and underpayment

Senior Claim Processing Associate at Thumbay Hospital, UAE, September 2016 to December 2018

- Managed high-volume tasks prioritizing workloads for optimal time management
- Ensure timely reconciliation, resubmissions of all eligible IP, OP and Pharmacy claims with proper medical and technical justification.
- Ensure all claims are in compliance with coding and insurance guidelines
- Validation of the claims as per the rejection denial codes given by the company
Downloading of remittances from E Claim Link (DHPO)software.
- Reduced errors in data entry by maintaining accurate records and double-checking information.

Insurance Coordinator at Lifeline Hospital, Oman

December 2012 to Jul2015

- Analyze and interpret insurance policy documents
- Obtained prior authorization and precertification for outpatient procedures.
- Managed accounts receivable, decreasing outstanding balances through follow-up with both patients and insurers.
- Thoroughly investigated past due invoices and minimized number of unpaid accounts

TPA Coordinator/Accountant at Ananthapuri Hospital and Research Institute, January 2006 to December 2012

- Managed large volume of medical claims on daily basis
- Worked in a team setting, providing support and guidance.
- New Empanelment, Approval, Submission, Resubmission, Reconciliation, and Reimbursement
- Negotiate with insurance companies to obtain competitive rates. Handling patient queries and grievances
- Interact with doctors and clinicians on completing and correcting any missing or incorrect data on their insurance claims.
- Discover root causes for medical insurance claim denial, underpayment, or delay and propose resolutions
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Palode Paper Mills Ltd., Trivandrum,

Accounts Assistant/Steno-Typist: 01-09.1999 to 31.12.2005

- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Maintained clean and organized files by keeping accounts payable records.

Marin Industries, Trivandrum, Kerala

Accountant/Clerk; Period: 01-04-1996 to 13-05-1998

- Reduced errors in data entry through careful verification of transactions and regular reconciliation of accounts.
- Increased cash flow by diligently managing accounts receivable and promptly following up on overdue invoices.

Micro-meg Enterprises Pvt.Ltd. Chandigarh

Steno/Typist; 17.02.1994-13.09.1994

- Facilitated smooth office operations by creating organized filing systems for paper and digital records.
- Assisted in creating company newsletters, contributing to a positive work environment and fostering employee engagement.

Johns Eye Clinic and Optical, Trivandrum

Clerk/Typist/Accountant, 01.09.1992-16.08.1993

- Used accounting software to prepare weekly and monthly financial reports.

