

# PRINCY JOSE M

Insurance Coordinator, Cashier

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📍 Nikarthil House  
Kuthiyathode P O  
Cherthala

## EDUCATION

**B.com with Copmputer  
Application**  
Kerala University  
2013-2016

## EXPERTISE

·Insurance processes  
·Revenue Cycle Management  
·Customer service and assistance  
·Microsoft Office  
·BILLING SOFTWARE

## LANGUAGE

English  
Malayalam  
Hindi

## ABOUT ME

Results-driven Insurance Coordinator offering 5 -year proven success in maximizing reimbursement from wide range of insurance providers. Accomplished in improving accounts receivable and account management when providing exceptional service to patients

## WORK EXPERIENCE

January 2019 - February 2024

KVM Super Speciality Hospital  
Insurance Coordinator

- Proficient in Computer Programs and applications.
- Assisted clients with understanding complex insurance policies, effectively addressing concerns or questions.
- Managed a high volume of inbound calls, promptly resolving issues while providing accurate information on policies and procedures.
- Obtained prior authorization and precertification for outpatient procedures.
- Reviewed accounts receivable reports, insurance contracts and weekly and monthly financial reports.
- Resubmitted claims after editing or denial to achieve financial targets and reduce outstanding debt.

October 2016 - January 2018

Charutha Silks Thrippunithura  
Cashier, Billing.

- Improved transaction speed without sacrificing accuracy by staying up-to-date on product pricing changes.
- Handled multiple payment methods securely, minimizing discrepancies and potential losses.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Assisted customers with returns, refunds and resolving transaction issues.
- Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
- Performed cash, card and check transactions to complete customer purchases.

## **Achievements and Extracurricular Activities:**

- Participated in sports and games in school level and college level.
- Participated in cultural activities and won in school level and college level.

## **Personal Traits:**

- Adaptability
- Dedication towards work
- Optimistic
- Self-reliant and confident
- Comprehensive problem-solving skills
- Ability to properly deal with people
- Willingness to learn

## **Personal Profile:**

Date of birth : 29-03-1996  
Religion : Christian  
Gender : Female  
Nationality : Indian  
Marital status : Married

## **Declaration:**

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Date: 19/02/2024  
Place : Kuthiyathodu

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