PREMSHA MOHAMMED ISMAIL

E-mail:premsha.ar@gmail.com

Cell:00971529576066

PROFILE OBJECTIVES

A creative and enthusiastic person with a diverse range of administrative experience in Revenue Claim Management. Outgoing with strong and effective organizational and communication skills. Good team player and able to use own initiative to achieve company objectives. Excellent computer skills. Versatile and learns new tasks and skills.

CAREER HISTORY

Saudi German Hospitals Group(JCI Accreditations)

Riyadh,Kingdom of Saudi Arabia,

RCM Officer-Revenue Claim Management.

Worked in Saudi German Hospitals Group, Riyadh, Billing and

Approval, since 2005 to 2022. Having special expertise in approval and billing in Outpatients and Inpatients through by Naphies.

Insurance Medical Billing/Billing Accountant in Finance-Revenue Claim Management

department as Medical Billing and Approval responsible for taking care of following activities:-Duties and Responsibilities:

Giving instructions for any Exclusion or any other problem of Billing.

Making the Package DeaIs for the In-patient as per the Insurance companies' contract with us.

Follow-up the approvals of In-patient for Extension days.(Admitted Causes)

Inform the Hospital Management for the remaining Out-Standing balance of Insurance Company wise.

Coordinate if it is Referrals Causes form the Insurance Companies or any other Hospitals.

Receiving the conformation from the Insurance Company for the Referral Cause.

Receiving the New Insurance Company Policy and Update in System for Exclusion of some services

Sending Approvals through by naphines as per the patient Chief complains and Diagnosis.

Using Diagnosis codes (ICD 9 and 10).

Follow up the Approvals of Further details Required as per the Doctors details.

Update the Approvals day by day in the system.

Handling Medical Billing through by naphies(Inpatient&Outpatients)

Supervise the daily invoices as per policy of Insurance Companies or Company contract.

Billing in the Naphies (Client Account Management) Billing System.

Checking the Company contracts as per the wise for ( Deductible Amount , Discount Amount)

Statement of accounts monthly or early basis according to the company's requirement.

Making a Covering letter to required Insurance Company As per Monthly basis.

Responsible to enter the Rejected amount in the system with approved by Hospital Management.

Page 1/3

CamScanner

Responsible to Reconciliation the outstanding amount with Insurance Companies, Corporate Clients and adjust the payment in the Systems

KEY SKILLS

Knowledge of Programming Languages such as C,C++,Oracle.

Knowledge of Word, Excel and Power Point.

Capable to make Monthly Statement of Accounts or Yearly Statements of Accounts in Excel sheet.

EDUCATION

Bachelor Degree in Commerce: - B.COM

Post Graduate Diploma in Computer Application (PGDCA)

Diploma in Hotel Management and Tourism

ADDITIONALSKILLS

Excellent Computer typing Speed with 50 Word per Minutes(WPM)

Able to communicate with excellent in English language.

TRANING AND DEVELOPMENT PROGRAM

Staff Quality programme.

Health Care Quality Concept.

Infection Control.

Health Care Quality Concept.

General Safety Tips (Internal ,External Disaster &Fire Safety).

LANGUAGE KNOWLEDGE

English Speak,Read and Write.

Arabic Speak and Read.

Hindi Speak,Read and Write.

Malayalam Speak,Read and Write.

Tamil Speak only

PERSONAL/INTERESTS

Date of birth :May 05th, 1980

Nationality :Indian

Gender :Male

Marital status :Married

Health :Excellent

REFERENCES:

CONTACT DETAILS

PREMSHA MOHAMMED ISMAIL

Shajeela Manzil

Vavarayamblam,Pothencode P.O

Thiruvanathapuram(Dist)

Kerala(State),India

References are available on request.

Page 2/3