



JISSY ABRAHAM

Contact Details

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Skill Highlights

- Nursing care for patients and assisting the doctors.
- Strong consultative partnership with insurance firms and members/patients.
- In depth knowledge of medical terminology, OP Billing to assist clients and insurance companies.
- Excellent communication skills (spoken and written).
- Knowledge of medical terminology and codes.
- Understands the common disorders.
- Maintaining proper hygiene.
- Nursing Experience in Operation Theater and OPD
- Strong Performer, Efficient Task Fulfillment within time constraints Collaborative team player & Experienced Team Lead for Complex cases.
- Gained training for the Medical Coding.
- Quick Learner/Adaptable to changing organizational environment.
- Expertise in computer software [Microsoft] and preparing job-oriented spreadsheets.

Insurance Coordinator/ Assistant Nurse

Objectives

Aspiring to work as an Insurance Coordinator or Assistant Nurse in field of Medical Insurance firms, Hospitals or Clinics that gives scope to apply my knowledge and to obtain a challenging position with an opportunity for growth and development and have a positive attitude, high energy level, willing to take new challenges.

Highly motivated and accomplished Medical Insurance specialist and Assistant Nurse with UAE, 5+ years' experience with a solid track record of performance in patient care and medical insurance coordination. Key strengths include ability to meet and exceed targets, a knack for managing on-time responses and the ability to maintain productivity levels.

Professional Experience



Canadian Specialist Hospital
المستشفى الكندي التخصصي

**Nursing Service Assistant at Canadian Specialist Hospital
13/02/2021 to 10/03/2023.**

Job Description

- Support qualified practitioners, as directed in clinical preparation.
- Responsible for coordinating and assisting insurance providers for the purpose of verifying eligibility of insurance claims and processing claims.
- Checking and recording the vital signs of the patients such as blood pressure, temperature, pulse etc....
- Provide assistance and greetings to patients and visitors. Answering phone calls and providing information to callers and reminding patients of upcoming appointments as a courtesy.
- Reviewing, Completing the Patient register procedures and corresponds with admission statistics.
- Ensures basic room and equipment needs within the clinic are met and Updating the Bed status according to procedure and provide administrative support to the ward /Unit.
- Ensure stock levels of required unit documentation are maintained and Ordering unit supplies from stores department and follow up delayed deliveries.
- Assist communication flow within the unit by answering calls and directing them to appropriate members of the healthcare/administrative team.
- Maintaining the patient medical record in accordance with Hospital policy.
- Patients' healthcare-related discharge appointments and treatments are arranged (e.g., x-rays, pathology, ancillary health services)
- Provides the documentation for Billing and Insurance approval coordination.
- Coordinating between patient, relatives, and insurance personnel in case of nil or limited approval under guidance of the Nurse Manager.
- Ensuring Clients expectations are met, and quality client service principles maintained, and complaints resolved promptly. Provides basic assistance to the patients, providing directions, chaperone, escorting them to rooms/reception assisting them in mobility, ensuring safety, privacy, and dignity always.

2.



**Insurance Coordinator at DM Health Care [Aster Medical]
14/12/2014 to 02/04/2018**

Job Description

- Responsible for coordinating and assisting insurance providers for the purpose of verifying eligibility of insurance claims and processing claims.
- Very good communication and knowing the guidelines of reputed Insurance companies such as Aetna, Damac, Adnic, NextCare, Neuron, Signa etc...
- Work with doctors for determining the insurance coverage and payable claim amount.

Computer Skills:

- ❖ Good knowledge of Microsoft Office (Word, Excel & PowerPoint)
- ❖ Advanced user of Microsoft Outlook for internal and external communication

Extra-Curricular Activities:

- ❖ Dancing, Singing, and Reading.

Workshop/project /Seminar attended on campus:

- ✓ 10th International Conference on Geriatric Care [GSICON2013] Participated on November 16th & 17th 2013 Organized by Geriatric Society of India, New Delhi.
- ✓ Participated in the workshop on “Standards and Quality Assurance in Nursing Administration-Emerging Trends” on 2nd & 3rd April 2013 Held at Nightingale Institute of Nursing, Noida.
- ✓ Seminar attended In Army Hospital Regarding Hospital Administration and Management in April 2014 Held at Army Hospital, Dholakua New Delhi.
- ✓ Reach and Project completed: A Descriptive Study to Assess the Knowledge and Attitude Regarding Higher Education among Nursing Students in Selected Nursing Colleges of Noida.

Personal Details

Nationality: Indian

DOB: 07th January 1989

Languages known: English, Hindi, Malayalam & Arabic

Marital Status : Married

Visa Status : Residence Visa.

- Very good communication and knowing the guidelines of reputed Insurance companies such as Aetna, Damac, Adnic, NextCare, Neuron, Signa etc...
- Work with doctors for determining the insurance coverage and payable claim amount.
- Responsible for answering questions on processing insurance claims, insurance coverage and billing procedures within a time limit.
- Handle the tasks of planning and coordinating employee benefit plans like maintenance of records, benefit payment, administrative expenditures, and other related matters.
- Responsible for monitoring the filing of unemployment claims as well as files appropriate response to the state for claims.

3.



'A' Grade Staff Nurse in General Operation Theatre at St. Stephen's Hospital, Tishazari, Delhi. India 03/2012-04/2012

Job Description

- Attend All Type of Work Related in Operation Theatre.
- Organizing Clinical Teaching, Ward Lectures, and care presentation
- Comprehensive nursing care of patients with various medical illness like CAV, HTN, DM, Renal Failure etc....
- Monitoring equipment like Ventilator, Cardiac monitor, Pulse oxy meter, Gluco Meter, Defibrillation etc....
- Maintaining good interpersonal relationship with patients and other members of the health team.
- Assessment of Vital signs.
- Handing Over the reports to charge sheet, all type of Documentation work.

PROFESSIONAL QUALIFICATION

- ✓ **BSc Nursing - Nightingale Institute of Nursing CCS University, Meerut. Uttar Pradesh, India. Earned 72% Marks. (2012- 2014).**
- ✓ **Diploma In Nursing& Midwifery (3½ Years) St. Stephen's College of Nursing. Tizz Hazari New Delhi, India. Delhi Nursing Council, 2008-2012.**
- ✓ **Medical Coding Course successfully completed with Good Marks in Internal Exams from Odyssey Informatics, Noida Delhi [Pursing the Coding certification] 2019.**

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge.

Jissy Abraham
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