



LIJIN JAYACHANDRAKURUP

MEDICAL INSURANCE COORDINATOR & ADMINISTRATION OFFICER

Accurate and Enthusiastic medical professional having more than 3 years experience with great communication skills and thorough knowledge in the field. By taking utmost care in preserving the client privacy and eager to learn and grow. Negotiates peaceful resolutions of all related claims with emphasis on fairness and thoroughness.

✉ itslijin123@gmail.com

☎ +971 562488272

📍 AL-QUOZ, DUBAI, UAE

WORK EXPERIENCE

MEDICAL INSURANCE COORDINATOR & ADMINISTRATION OFFICER

St.Johns Ayurveda and Panchakarma Hospital,
St.Johns Community Hospital, St.Johns
malankara Medical Village.

08/2019 - 11/2022

Trivandrum, Kerala, India

JUNIOR INTERNEE

Mannam Ayurveda Cooperative Medical
College

07/2018 - 07/2019

Pathanamthitta, Kerala, India

JUNIOR INTERNEE

Government Ayurveda Hospital

02/2019 - 05/2019

Nedumpana, Kollam, Kerala

PROFESSIONAL EXPERTISE

Highly proficient in Human Anatomy, Physiology, Internal Medicine, Surgery and other Medical Terminologies.

Transcribe Medical reports, summaries, office visit notes, medical documents, investigation reports.

Prepare content analysis report from recorded messages from health professionals. Maintaining EHR system reports through medical terminologies and ICD 10 code systems.

Organizing and overseeing the health services and daily activities of a hospital or healthcare facility by supervising, planning and implementing programs.

Efficiently organize and process interoffice communication. Authorise urgent claims, approvals, reimbursements, billings with reference to current schemes and laws.

Process insurance company receipts and mailing statements and claim reports sent to patients/clients.

Highly organized and ability to meet deadlines.

EDUCATION

• Bachelor Of Ayurvedic Medicine And Surgery

Mannam Ayurveda Cooperative Medical
College

2013 - 2018

Pandalam, Pathanamthitta, Kerala

SKILLS

ICD 10 Codes

Data Entry & Speed Typing >80wpm

Medical Scribing

Medical Terminology & Transcription

Content Analysis Report

Clinical data Documentation & underwriting

Electronic Health Records (EHR) system

Office Administration

Data Presentation

Emergency & Time Management

Strong Communication

Microsoft office Suite

Prioritization & Multitasking

Accurate listening

PROFESSIONAL REGISTRATION

The Council of Indian Systems of Medicine Kerala
State - Reg.No: 21302 (Travancore Cochin Medical
Council)

CERTIFICATES

BLS Certified

Star health certified insurance officer

LANGUAGES

English
Full Professional Proficiency

Malayalam
Native or Bilingual Proficiency

Hindi
Full Professional Proficiency

Tamil
Limited Working Proficiency

Sanskrit
Limited Working Proficiency

INTERESTS

Listening music

English literature