



## Leeda Joshy

**Certified Professional Coder (CPT, HCPCS & ICD-10-CM) from AAPC and 2 Years' Medical Insurance Coordinator Exp. in UAE**  
**UAE Mob: +971 55 860 4791 Email:leedajoshy@gmail.com**

**B.sc** qualified and experienced medical insurance coordinator with 2 years' experience in working within clinical settings. I have always delivered my best to the employers. Familiar with various insurance policies and thus, at times work as an Insurance Advisor and pitch clients for various policies and schemes. Well-acquainted with the documentation procedures and premium calculation rules to facilitate clients in registering for various policies and calculating premiums.

### Qualifications

**Certified Professional Coder (CPT, HCPCS & ICD-10-CM) from AAPC**

**B.Sc. Nursing with distinction**

### CAREER SNAPSHOT

**Medical Insurance Coordinator in Golden Star Children's Clinic, Sharjah, UAE**

**Mar. 2015 to Nov. 2016**

**Staff Nurse in Shusrusha Nursing Home, Kerala, India**

**Feb. 2013 to Jan. 2014**

### JOB ROLE

## **Medical Insurance Coordinator**

**Mar. 2015 to Nov. 2016**

Answering telephone calls and dealing with face to face enquiries.  
Oversee the issuing of new policies and study the insurance claims.  
Assist the sales personnel and the claim department executives in carrying out their duties effectively.  
Responsible for approval or disapproval of insurance claims.  
Responsible for keeping a check on regular collection of premiums.  
Effective client servicing by providing utmost assistance to clients before taking any issues or doubts to the senior managers.  
Keep a check on proper record of all data pertaining to clients, collection of premiums, claims, etc.  
Inform the junior executives about new schemes and plans introduced by the marketing team.  
Compile daily reports of different departments and send the same to the seniors.  
Keep a check on the inventory of stationery, application forms, advertisement brochures, pamphlets, etc., and inform the purchase department about the requirements.  
Thorough with rules and regulations governing the insurance policies and procedures.  
Close coordination with different department heads.

## **Staff Nurse**

**Feb. 2013 to Jan. 2014**

Pre and postoperative care of caesarian.  
Giving pre and postoperative care of normal delivery.  
Assessing physical and psychological needs of the patient.  
Insertion of I V cannula.  
Providing care to the new born.  
Perform antenatal assessment.  
Establishes priorities of care, nursing action and desired outcomes in a timely manner.  
Performs nursing duties within scope of practice.  
Demonstrate good communication skills; interact effectively with patient, visitors and other staffs.  
Make use of relevant information in decision making, problem solving and care management.  
Assist in the individual patient assessments planning, implementation and evaluation of nursing care.  
Administer medication as ordered to patient. Assess patient pain provide proper pain management.

### IT Proficiency

Expert in Microsoft Office Suite, DEO, Internet and E-mail applications.

### Personal Details

<b>Name</b>	Leeda Joshy
<b>Date of Birth</b>	17 <sup>th</sup> January 1991
<b>Marital Status</b>	Married
<b>Nationality</b>	Indian
<b>Visa Status</b>	Visit visa till 20-06-2019
<b>Languages</b>	English, Hindi, Telugu, Tamil & Malayalam

**I hereby declare that the above given details are true and correct to the best of my knowledge.**



Member

Leeda Susan Babu, CPC-A

Member ID : **01598803** | Exp.: **Mar 2020**

AAPC  
2233 S Presidents Dr., Suite F  
Salt Lake City, UT 84120

Phone: +1 800 626 2633  
Fax: +1 801 236 2258



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**Dr. NTR UNIVERSITY OF HEALTH SCIENCES**

ANDHRA PRADESH



**FACULTY OF NURSING**

**This is to certify that**

*Leeda Susan Babu*

**has been awarded the Degree in  
Bachelor of Science in Nursing**

*He/She having been declared to have qualified in the Examination  
prescribed therefor, held in December, 2012*

*and passed in First Division with Distinction*

*Given under the Seal of the University.*

**Regd. No. 08173020**

VIJAYAWADA

Dated 29-10-2013



Registrar



003/ UAE / 19/03/15

Signatures of the Persons who Prepared/Verified					
Diploma Writer	Junior Asst.	Senior Asst.	Supdt.	Asst. Reg.	Dy. Registrar (Exams)



ATTESTED  
S. Ramachandra Reddy  
Notary Public  
Reg. No. 805 of No. 24/04/04  
HYDERABAD

Entered in Register  
No. 256



**"AUTHENTICATED"**  
(N.V. RAMANA REDDY)  
Special Secretary to Govt. (Protocol)  
General Administration Dept.,  
A.P. Secretariat,  
HYDERABAD - INDIA.  
Dated 28-01-2014  
C.No. 1871/NRI/2014

28/01



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सं० दिनांक 19 MAR 2014  
No. Date  
राज्य सरकार के सचिव/अपर सचिव/उप सचिव/अवर सचिव/सहायक सचिव/अनुमान अधिकारी के हस्ताक्षर सत्यापित किए जाते हैं  
The Signature of Secretary/Additional Secretary/Deputy Secretary/Under Secretary/Asstt. Secretary/Section Officer of State Government Attested



(जाज लाकरा)  
(GEORGE LAKRA)  
अनुमान अधिकारी (साक्षात्पन)  
Section Officer (Attestation)  
सी.पी.डी. प्रभाग/C.P.V. Division  
विदेश मंत्रालय, नई दिल्ली  
Ministry of External Affairs  
New Delhi

