

### 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 polices 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 Staff Nurse in Shusrusha Nursing Home , Kerala, India

## JOB ROLE

## Medical Insurance Coordinator

Answering telephone calls and dealing with face to face enquiries.

Oversee the issuing of new polices 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

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 out comes 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.

wake use of relevant mormation 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.

Leeda Joshy
17 <sup>th</sup> January 1991
Married
Indian
Visit visa till 20-06-2019
English, Hindi, Telugu, Tamil & Malayalam
he above given details are true and correct to the best of my knowledge.

# Mar. 2015 to Nov. 2016

Feb. 2013 to Jan.2014

Mar. 2015 to Nov .2016

Feb. 2013 to Jan. 2014

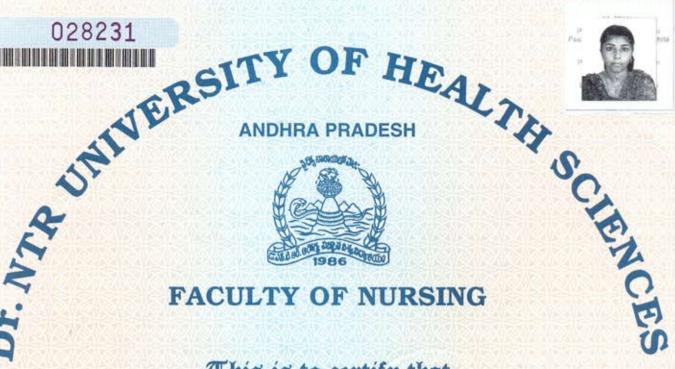


Leeda Susan Babu, CPC-A

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







# This is to certify that

Leeda Susan Babu

has been awarded the Degree in Bachelor of Science in Nursing

		d to have qualified in the Examination
prescribed therefo	vr, held in <u>C</u>	December, 2012
and passed in		Division with Distinction

Given under the Seal of the University.

Regd. No. 08173020



Registrar

VIJAYAWADA Dated 29-10-2013

