RAMACHANDRAN R

INSURANCE CO-ORDINATOR

CONTACT ME AT

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AREA OF INTEREST

- Insurance Co-ordinator
- Claim Processor
- Cash handling and Billing (Insurance)
- Customer relationship management
- Front office Management

LANGUAGES KNOWN

- English
- Arabi
- Hindi
- Tamil
- Malayalam

COMPUTER SKILLS

- MS Office
- Tally ERP 9
- CurePlus

PROFESSIONAL SUMMARY

An Insurance Coordinator with strong concept and idea exploration. Passionate with Out of box ideas. Experienced in Insurance Claims submission, Maintaining reimbursement data, Analyze & Process Claims, Medicine approvals, Monitoring records, Proper Customer Service.

WORK EXPERIENCE

Insurance Coordinator cum Reception-In-charge

Metro Medical Centre , Kuwait | Jan 2020 - Aug 2022

- Document basic insurance information in the patient's file for quick reference
- Processing claims by reviewing medical records.
- Monitor and follow-up on outstanding claims
- Research and analyze data needed for reimbursement.
- Analyze medical record and identify document efficiencies.
- Serves as resource and subject matter expert to other coding staff.
- Expertise in Claim submissions & Processing.
- Reviews and verifies documentation support diagnosis, procedures and treatment results.
- Taking Pre-Approval as Verbal or Online if necessary.
- Monitoring the status of claims to ensure timely payment.
- Preparing and submitting documentation in support of claims.

Insurance Coordinator

HALA Medical Centre , Muscat | June 2015 - Sep 2017

- Process all insurance billings for patient services.
- Record all financial discussions with patients in their file
- Document basic insurance information in the patient's file for quick reference
- Monitor and follow-up on outstanding claims
- Insurance verification and accurate communication to staff and patients regarding the insurance coverages and Limits.
- Coordinating and processing payments from insurance carriers and troubleshoot any issues related to these payments.

EDUCATIONAL HISTORY

Bharathiyar University (Distance Education)

Bachelor of Commerce | 2018 - 2021

Koodali Higher Secondary School

Higher Secondary (Commerce) | 2008

St. Michael's Anglo Indian Higher Secondary School

High School | 2006

DECLARATION

I, hereby declare that the above information is true to the best of my knowledge.

RAMACHANDRAN R