



Revathi Anil

Insurance Coordinator

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Devasamparambil, Thazhathangadi P.O

Kottayam, Kerala, India -686005

OBJECTIVE

Proven insurance Coordinator with 2+ years of experience, adept in customer service, claim coordination and excelling in interpersonal communications. Streamlined insurance processes, enhancing patient satisfaction and hospital profitability. Mastered multitasking and problem-solving, ensuring efficient case management and documentation accuracy.

EXPERIENCE

19/7/2021

To
Currently Occupied

Insurance Assistant

Little Lourdes Mission Hospital Kidangoor, Kottayam

- Attending patients who have insurance coverage and assessing the possibility for them to have a cashless facility, based on their policy, ailment and treatment details.
- Processing the needed documents for availing cashless facility to the patient
- Submitting preauthorization request duly signed and sealed by the treating doctor to the respective insurance companies and will make sure that the approval has been sanctioned.
- Document submission for final Authorization and make sure the patient has been discharged with complete satisfaction by getting the approval as early as possible.
- Ensuring profit to hospital through calculating and collecting the NME amount from patient's, based on insurance norms.
- Initiating Settlements, through sending appropriate claim documents to respective TPA's.
- Maintains a Master Excel of Insurance patients for keeping healthier coordination with the accounts department.
- Initiated and Coordinated the process of empanelment of new TPA's with the hospital through Making MOU and Tariff Packages.

2/1/2021 To 19/6/2021

Insurance Assistant Trainee

Chazhikattu Multi Super Specialty Hospital, Thodupuzha, Idukki

- Assisting the insurance in charge in claim processing by gathering the needful documents.
- Provided exceptional service to patients by answering questions and resolving issues in a timely manner.
- Manage and update health insurance databases.
- Taking reviews of admitted patients regarding their experience with hospital team
- Arranging needful documents for reimbursement claims.

SKILLS

• Medical and insurance terminology proficiency

80%

• Computer Proficiency(MsWord,MsExcel)

80%

• Case Management & Loss prevention

80%

• Customer service and assistance

80%

• Insurance claims processing,Billing

80%

• Settlement verification

80%

• Claims documentation and review

80%

EDUCATION

04/09/2019 To 28/02/2020 ♦ **Medical Coding**
NWT Academy Kottayam

05/06/2016 To 18/03/2019 ♦ **Bsc.Botany**
Baselius College Kottayam Kerala
CGPA: 7.3

PERSONAL DETAILS

- ♦ Date of Birth : 22/05/1998
- ♦ Marital Status : Single
- ♦ Nationality : Indian
- ♦ Passport : W5350951 (Expiry - 6/9/2032)
- ♦ Gender : Female
- ♦ Language : English, Hindi, Malayalam

REFERENCE

- ♦ Dr. Fazal Ismail - Little Lourdes Mission Hospital Kidangoor
General Surgeon
drfazalismail@gmail.com
+91 94965 40761
- ♦ Dr. Jijo Jose - Little Lourdes Mission Hospital Kidangoor
Orthopedic Surgeon
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