

# Ruby Roji

## Insurance Coordinator



### PERSONAL STATEMENT

I am applying for the post of Medical insurance coordinator, Medical approval, Insurance Billing, submission and Re-Submission in your esteemed organization and offering my candidature for one of the same.

### WORK EXPERIENCE

#### 6. Insurance Coordinator

**Company: Al- Shrooq Poly Clinic, Ajman, UAE (Since Nov 2017)**

##### *Responsibilities:*

- Handle all question/concerns about patient's insurance.
- Duties include but are not limited to calling insurance companies, get in contact with patients for updated information, obtaining a breakdown of benefits as well as obtain dental history.
- Also assist in sending out insurance claims, scanning forms, records and xrays, schedule and reschedule appointments, as well as checking in/out patients at the front desk, answer the telephone and provide customer service.
- Assisted in Office Management.
- Post payments, collect co-payments and submit and post insurance claims.
- Will be working with coding, billing, and creating and editing fee schedules.

#### 5. Insurance Coordinator

**Company: New Sanaiya Group LLC (Nov 2013 to Oct 2017)**

Roles & Responsibilities: (Handling 12 clinics & 9 Pharmacy) • Collecting insurance information from the patients.

- Updating patient demographics details.
- Knowledge in ICD10 code.
- Sending data to DHPO.
- Validating the medical report.
- Work on rejection & resubmission
- Work on XML data validation
- E-prescription approvals.

### Contact Details

Current Address; Opposite GMC hospital, Nuaimia, Ajman.

Phone: +971 556853490

[rojiruby0@gmail.com](mailto:rojiruby0@gmail.com)

### Other Details

Date of birth : 19 Aug 1985

Marital status : Married

Husband name : Roji K Varghese

Languages Known : Malayalam, Hindi and English

Passport : H0965989

Visa Status : Husband Sponsorship

#### **4.Lab Technician**

**Company: New Sanaiya Group LLC (Nov 2011 to Oct 2013)** Areas of exposure

- Hematology , Bio Chemistry ,Serology

#### **3.Lab Technician**

**Company: Sovereign Gems Hospital, Mavelikara, India (Oct 2008 to Feb 2009)**

Roles & Responsibilities:

- *Blood Collection*
- *Cross Matching*
- *Serology , Hematology & Bio Chemistry*

#### **2.Lab Technician**

**Company: Medivision Laboratories, Mavelikara, India (Feb 2007 to Sep 2008)**

#### **1.Asst. Lab Technician**

**Company: Apt Laboratory & ECG Clinic, Mavelikara, India (Aug 2005 to Oct 2006)**

#### **EDUCATION**

Sr. No:	Qualification	Name Of The University/ School	Year
1	Diploma in Medical Lab Technician	Holy Cross Medical Technology, Konni. Kerala	2003 to 2005
2	HSC	Imperial College Business School, Kerala	2002 to 2003
3	SSLC	St. Johns Higher Secondary School, Kerala	2000 to 2001

#### **DECLARATION:**

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Date:

[Ruby Roji]

Place: Ajman