

# 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