

RESUME



Dr. SHABNA SALIM

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CAREER OBJECTIVE

Seeking assignments in hospitals, insurance companies, health care organizations and growth-oriented position where I can apply my knowledge and ability in a team or individually with good communication and interpersonal skills in a diverse and dynamic environment.

WORK HISTORY

- ***Medical Officer, Floating Homoeopathic Dispensary, Alappuzha, India (2019 June-2020 December)***
 - Have treated over 30-50 patients on a daily basis during my dispensary cases include Pediatrics, Gastric, Respiratory, Dermatology, Rheumatology etc.
- ***Claims Medical Officer, Vidal Health Insurance Pvt Ltd, Kochi, India (2016 November-2019 May)***
 - Claim documents are thoroughly reviewed and ensure that there is no missing or incomplete information.
 - Coordinating with the doctors in hospital for various information required by the insurance regarding clinical history of the patients.
 - Ensure that confidentiality is maintained with respect to all patient records.
 - Helping the insurance agents by giving training for different health insurance products and if required visits the client upon request.
 - Serves Medical Insurance Customers by determining Insurance Coverage.
 - Examining and resolving medical claims.
 - Documenting actions.
 - Maintaining quality customer services.
 - Make claims decisions based on all available information within delegated authority.
 - Ensure existing claims are processed in accordance with defined procedures and delegation of authority, or escalated to the appropriate team member.
 - Responsible for the management of new and existing claims matters.
 - Counseling patients related to the medical insurance
 - Maintain and Review claims management systems with accurate and relevant data codes
- ***Medical Officer, Adhithya Homoeopathic Clinic & Research, Kochi (2013-2015)***
- ***Junior Doctor in Masters Homoeopathic Research Centre, Kollam (2011-2013)***

INTERNSHIP

➤ Trainee Doctor, Govt. Homoeopathic Medical College, Calicut (2010-2011)

- Identifying potential eligible patients
- Participation in Informing the patients about clinical trials
- Evaluating patient status for safety & assure optimum health care

EDUCATIONAL QUALIFICATION

- Bachelor in Homoeopathic Medicine & Surgery (BHMS)
Calicut University (2004-2010)
- Medical Coding
Transorze solution, Trivandrum (2016)

PERSONALITY TRAITS

- Good and better knowledge in health insurance, rules and claim processes
- Good idea in medical terminology
- Good knowledge in computer software's
- Good knowledge in MS office
- Good Communication Skills- verbal and written
- Good knowledge in CPT & ICD
- Good interpersonal and negotiation skills
- Analytical problem solving

PERSONAL DETAILS

- Nationality : Indian
- Sex : Female
- Date of Birth : 25/02/1986
- Marital Status : Married
- Languages Known : English, Malayalam & Tamil
- Visa Status : Visit Visa
- Passport No : J7935097
- Availability : Available upon request

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above-mentioned.

Shabna Salim