



SUMISHA SOMAN

OBJECTIVE

Seeking a position in a reputed healthcare, in the area of **Insurance, Administration & Operations**, which will in turn provide an opportunity for utilizing my professional experience, problem solving ability, communication skills and add value to the organization.

INSURANCE EXECUTIVE

PROFILE

Post Graduate Management Degree (MBA) in Healthcare Service and 5 years work experience in reputed hospitals in varied opportunities and 3 years of UAE experience in a prominent role. Looking for suitable opportunity in an esteemed organisation to pursue a challenging career which demands manifestation of my acquired skills and assures personal as well as professional growth and satisfaction.

PERSONAL SUMMARY

- Active responsible for insurance filing and approvals. Ensure patient receive the adequate treatment possible as per the insurance.
- Coordinated with international insurance companies, taking approvals, resubmission if rejected, verification of claims before submitting and submission of e-claims to the portal.
- Coordination with marketing, operations and human resources management department receiving mails and distribution, preparing administrative and functional reports for the manager. Managing incoming and outbound calls.
- Documentation and tracking of administrative activities, Healthcare licenses, project scheduling, Legal formalities of International patients.
- Good communication and coordination with patient to provide information on services, protocols and procedures.
- Handling patient complaints and concerns in professional manner. Advice and ensure all concerns are directed to the concerned personnel.
- Planned and organized conferences, special events and CME as part of the multi-specialty hospital.

PROFESSIONAL EXPERIENCE

Insurance Coordinator/Customer care Executive, Sai Ganesh Pillai Medical Center; Sharjah, UAE — 2018–15.12.2021

Patient Relation Officer, Medical Trust Hospital; Kerala, India — 2016–2018

Patient Coordinator, Aster Medcity; Kerala, India — 2015–2016

DECLARATION

I hereby declare that the particulars given in resume are true to the best of my knowledge and given a chance to work for your organization, shall work to the best of my abilities.

SUMISHA

INSURANCE EXECUTIVE

Executive (Administration), P.N. Renai Medicity; Kerala, India — 2013–2015

Staff Nurse, Max Super Specialty Hospital; New Delhi, India — 2010–2011

EDUCATION QUALIFICATIONS

- **Cigma Medical Coding Academy [AAPC Approved & ISO 9001-2015]**, Kerala, India — Course Completion
- St. Thomas College of Allied Health Science, Kerala, India — **M.B.A in Healthcare Service**, 2011-2013
- Dayananda Sagar College of Nursing, Karnataka, India — **Bachelor of Science in Nursing**, 2005 - 2010

PERSONAL STRENGTHS

Team Manager, Persuasion, Verbal Communication, Health Promotion and maintenance, Patient Services, Building Relationships, Resolving Conflicts, Co-ordination, Listening, Scheduling, Teamwork, Legal Compliance

PERSONAL DETAILS

Date Of Birth :23rd Feb 1987

Gender :Female

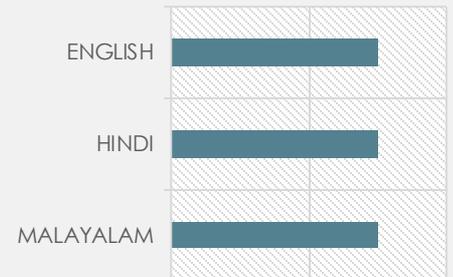
Marital Status :Married

Nationality :Indian

Passport No. :T9218398

Visa Status :Spouse Visa

LANGUAGES



REFERENCES

1. Human Resources Manager, P.N. Renaimedicity, Kerala, India- hr@renaimedicity.org, Phone: +914842880000.
2. Mrs. Thanuja Bhattathiri- Public Relations Manager, Medical Trust Hospital, Kerala, India.
3. Mrs. Manju Pillai- Clinic Manager, Sai Ganesh Pillai Medical Center, Sharjah, U.A.E.

CONTACT



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IT SKILLS

- E-CLAIM(DHA)
- MICRSOFT WINDOWS
- MS WORD
- MS EXCEL
- MS POWER POINT
- MS OUTLOOK