

USHUS MATHEW

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Visa status: Visit Visa

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PROFILE SUMMARY

- ❖ Sound knowledge medical terminology and insurance practices.
- ❖ Good knowledge of all plans and medical invoices.
- ❖ Proficient in Computer Programs and applications.
- ❖ Excellent communication skills and customer service Skills.
- ❖ Remarkable ability to relate to people from different cultural backgrounds.
- ❖ Comprehensive knowledge of word processing (MS Office).

ACADEMIC DETAILS

❖ Certified Professional Coder(AAPC)

- ICD 10-CM
- CPT
- HCPCS

❖ General Nursing Midwifery

Dileef School of Nursing, Nellore, A.P, India.

WORK EXPERIENCE

DR.MOOPENS ALQOUZ MEDICAL CENTRE, DUBAI, UAE

Medical Coder

2016-2019

Responsibilities:

- ✓ Manage and monitor claims submission and approvals to ensure accuracy and processing insurance claims in timely approach.
- ✓ Review and monitor denial reasons and discrepancies, processed claims to minimized revenue loss and maximize reimbursement.
- ✓ Processed claim forms, adjudicates for provision of deductibles, co-pays, co-insurance maximums and provided settlements.
- ✓ Ensuring coverage of claims, guiding staff for correct usage of claim forms, approval papers and Coordinating with insurance companies for obtaining information on new policies and their coverage
- ✓ Managed coordination of all the aspects of insurance programs.
- ✓ Coordinated administration of insurance programs.
- ✓ Prepared insurance forms and associated correspondences.

MEDICAL CENTRE, Al Nahda, UAE.

Insurance Coordinator

2014 - 2015

Responsibilities:

- ✓ Online billing –e claim

- ✓ Manage Approvals & Submission
- ✓ Prepared insurance forms and associated correspondences.

AL NAKHEEL HOSPITAL ONE DAY SURGERY, Rolla Mall, Sharjah, UAE

Insurance Coordinator

2011 – 2014

Responsibilities:

- ✓ Managing the front desk staff and ensuring team development and complaint resolution, setting key performance indicators for direct reports and collaborating with other members of the team to carry out work smoothly.
- ✓ Maintained strict confidentiality related to medical records and other data.
- ✓ Outstanding ability to maintain strong relations with Physicians, employees, patients and Insurance companies.
- ✓ Responsible for management of authorization process, follow-up and negotiate on difficult approvals with insurance companies.
- ✓ Managing the claim submission and resubmission within contracted period to ensure maximum recovery / to avoid denials
- ✓ Regularly submit reports to the management on submission of claims, remittance, and resubmission, and insurance receivable ageing.

❖ **MARY MATHA HOSPITAL, Kottayam, Kerala, India.**

Staff Nurse in Cardiology ICU

2007 – 2010

❖ **ANAND HOSPITAL, New Delhi, India.**

Staff Nurse

2006 - 2007

PERSONAL DETAILS

❖ Gender	:	Female
❖ Date of Birth	:	31-05-1982
❖ Nationality	:	Indian
❖ Marital Status	:	Married
❖ Languages known	:	English, Hindi & Malayalam

PASSPORT DETAILS

❖ Passport No	:	P1907634
❖ Date of Issue	:	23/06/2016
❖ Date of Expiry	:	22/06/2026
❖ Place of Issue	:	Cochin.

DECLARATION

I hereby assure you that all the above details furnished are true to my knowledge and will be produce on demand.

USHUS MATHEW