

# Anoop.T. Varghese



## RESUME

### Professional Brief

Capable and smart professional with local UAE & India Experience in Medical Industry and intend to grow vertically or horizontally within the organization, and be a successful professional.

### Professional Snapshot & Accountabilities

#### Insurance coordinator

Al Aman Pharmacy LLC Sharjah ,United Arab Emirates

July 2017- present

#### Responsibilities Handled

- Insurance Billing, claim sending by E-Mail , PBM and e Claim link
- Payment follow-up and Reconciliation
- Visit insurance company for payment follow-up and meetings
- Responding all emails from insurance company
- Maintaining good Relationship with insurance company
- Rejection and Resubmission
- Monthly insurance statement providing to management
- Helping hand to Accounts Department

#### Customer Care & Billing Executive

##### Central Private Hospital

Sharjah, United Arab Emirates

Nov 2011 - July 2017

#### Responsibilities Handled

- Obtains the house bank and keeping it balanced.
- Responsible for cashier pre-shift supply checklist.
- Completes guest check-in procedures.
- Clarifies customers question or concerns about the charges on their bills.
- Maintains adequate supplies of outlet stationery for cashiers.
- Assists with distribution of month end reports as directed by accounts or front office manager.
- Obtain referrals and pre-authorizations as required for procedures.
- Check eligibility and benefit verification.
- Review patient bills for accuracy and completeness and obtain any missing information
- Prepare, review, and transmit claims using billing software, including electronic and paper claim processing.
- Knowledge of insurance guidelines, including HMO/PPO, Medicare, and state Medicaid
- Follow up on unpaid claims within standard billing cycle timeframe
- Check each insurance payment for accuracy and compliance with contract discount
- Call insurance companies regarding any discrepancy in payments if necessary

#### Strengths

- Patient
- Trustworthy
- Loyal
- Cheerful
- Positive
- Hardworking
- Independent
- Self-made
- Hands on
- Practical personality

#### Weakness

- Inability to achieve educational goals

#### CONTACT ME ON

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GSM No.:

+971 55 303 6971

Address:

Sharjah

United Arab Emirates

- ❖ Management and disbursement of cash, traveler's cheque, credit cards and direct billing requests.
- ❖ Posts non-guest ledger payments.
- ❖ Ensuring the total balances department totals and cash balance at the close of the shift.
- ❖ Manages safe deposit boxes.
- ❖ Assists Front desk staff on check in as and when required.
- ❖ In patient Billing , Discharge and Admission

#### **Nursing, Casualty, OT Assistant**

**Orthonova Hospital**  
New Delhi, India

Jun 2010 - Oct 2011

#### **Responsibilities Handled**

- ❖ Preparing rooms, and decontaminating equipment's and instruments.
- ❖ Preparing patients for examinations.
- ❖ Educating patients' families about the disease and its treatment.
- ❖ Assisting doctors during surgery.
- ❖ Resolving patients' problems and fulfilling their requirements by applying multifaceted team strategy.
- ❖ Interacting with the healthcare teams for maintaining harmonious relationships.
- ❖ Attending educational workshops for enhancing professional and technical knowledge.
- ❖ Performing lab work and giving complete information to the physician about patient's condition during anesthesia.
- ❖ Recommending and assisting drugs and other forms of treatment, like inhalation therapy, physical therapy, etc.

#### **Educational Affiliations**

General Nursing & Midwifery  
Karnataka State Diploma Nursing Board  
Premier Institute of Nursing  
Gowribidanur, Bangalore  
Karnataka  
2009

#### **Linguistic Capabilities**

Can Speak English, Arabic, Hindi, Kannada & Can  
Read & Write English & Malayalam

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Address:  
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United Arab Emirates

### Computer Proficiency

Software  
Well versed in MS Office Application - Excel & Word

### Personal Forte

Date of Birth : 31 May 1987  
Nationality : Indian  
Marital Status : Married  
Driving License : Holding valid UAE & India Driving License  
Visa Status : Visit visa  
Mobile No. : +971 55 303 6971  
Email : [tanooptvarghese@gmail.com](mailto:tanooptvarghese@gmail.com)  
Address : Sharjah, United Arab Emirates

### References & Certificates

Can be provided upon request

### Declaration

I, **Anoop.T. Varghese.** hereby declare that the above mentioned details are true and correct as per my belief and knowledge.

**Anoop. T. Varghese**

Sharjah, U. A. E.

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