

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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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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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 : Employment visa
Mobile No. : +971 55 303 6971
Email : tanooptvarghese@gmail.com
Address : Sharjah, United Arab Emirates
Notice Period : 4 weeks

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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