



PRINCE RAJAN

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Al Najoum Building 102, City Centre Deira

(Passport No: R 9740163 / Expire Date: 22/02/2028 /

Visa Status: Visit Visa / Expire Date: 26/08/2024)

OFFICER INCHARGE CLAIMS (CO-ORDINATION ,CREDIT ADMINISTRATION & FINANCIAL ANALYSIS)

My role as an Officer In Charge Claims at Pushpagiri Medical College Hospital, adept at optimizing operations & enhancing coordination. With an MBA specializing in Finance & Accounting complemented by a GAccountant certification, I effectively managed monthly reporting, records administration, and settlement reconciliations using advanced Excel functionalities such as VLOOKUP and Pivot Tables. The verification of claims lists and maintains financial accuracy to minimize claim rejections is my priority. Leadership forms the cornerstone of my responsibilities.

KEY COMPETENCIES

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|---------------------------|-----------------------|-------------------------------|
| • Administrative Task | • Financial Reporting | • Team Leadership |
| • Strategic Planning | • Negotiation Skills | • Communication Skills |
| • Client Relationships | • Claim Settlements | • Operations Management |
| • Training Team Members | • Managerial Ability | • Claims Reconciliation |
| • Flexible Under Pressure | • Fast Learner | • Confidential Report Keeping |

PROFESSIONAL EXPERIENCE

OFFICER INCHARGE CLAIMS - Dec 2016 to Jun 2024

PUSHPAGIRI MEDICAL COLLEGE HOSPITAL , THIRUVALLA , KERALA ,INDIA

Achieved 90% reduction in billing losses through the successful implementation of a credit rate billing system - 2019
Maintained a flawless track record with 100% claim acceptance and streamlined claim settlements within 25 working days (Claim Package System) - 2019.

Accomplishments:

- Reconciliation of Bank statements and ensuring accuracy of financial data of different insurance schemes.
- Auditing Unsettled list of schemes like ECHS,ISRO,TPA, KASP & MEDISEP.
- Preparation of Month wise Financial reports to Director & CEO (TPA, ECHS , MEDISEP , KASP & ISRO).
- Handling & monitoring the cash payments to avoid operation disruption and reimbursement.
- Working closely with other departments to ensure financial compliance and accuracy.
- Analyze Insurance cashless pre-authorization & provide insights to the Deputy Finance Manager.
- Scrutinizing & Verification the difference of Hospital rate with Insurance Credit received rates.
- Maintaining accurate & up-to-date record of billing Loss & settlement Loss.
- Arranging Bank guarantee and renewal of department MOA yearly.
- Collaborate with team members to streamline the patients account follow-up until final settlement.
- Coordinate & assist the managers to provide necessary financial documentations and explanations.
- Coordinating the department with implementation and maintenance of internal control.
- Ensuring all the supporting documents are properly classified and entered into the systems.
- Liaises with insurance companies regarding eligibility, payments, reconciliation and other requirements.
- Reviews claims to ensure accuracy as per agreement, prior to dispatch to respective insurance companies.
- Attending department meetings & preparation of Minutes.
- Taking calls from Doctors & Nurses (24*7) for query & correspondence.
- Preparing E-mails, memos , reports & problem solving under critical situations.
- Ensure all systems & documentations are promptly updated to reflect the management functions.
- Reporting daily activities to Managers & also act as a point of contact for patients to the management.
- Approving attendance , leave and emphasis high degree of dignity , respect & behaviour towards patients.
- Work collaboratively with finance team to ensure credit policies & necessary adjustments as per request.
- Oversee the accurate & efficient processing of transactions , adhering to regulatory standards.
- Maintaining scheduled working in department & providing comprehensive & administrative support.
- Track regulatory compliance records & notify the team prior expiry of certification.

EDUCATION

Post Graduate in MBA FINANCE & MARKETING

Musalier Institute of Management -
Pathanamthitta, Kerala May 2014 to October 2016

Post Graduate in M.COM FINANCE

M.G. UNIVERSITY -
Kottayam, Kerala March 2012 to June 2014

LINGUISTIC ABILITIES

*ENGLISH - R/W/S *HINDI - S *TAMIL - S *MALAYALAM - R/W/S

TECHNO LITERACY

*TALLY ERP *QUICK BOOKS *M.S OFFICE *PHOTOSHOP CS

TOOLS KNOW IN EXCEL VLOOKUP

*VLOOKUP *PIVOT TABLES & SOLVER
*CONDITIONAL FORMATTING *IF - FUNCTION FILTERS & CHARTS

ACHIEVEMENTS & AWARDS

- Achieved 90% reduction in billing losses through the successful implementation of a credit rate billing system - 2019.
- Maintained a flawless track record with 100% claim acceptance and streamlined claim settlements within 25 working days (Claim Package System) - 2019.
- Organized "CHAKRAVYUH 2K15" a national level Management fest at MIM - 2015.
- Awarded certificate from Pushpagiri Medical College for successful organization study - 2015.
- Participated seminar on Securitized Market conducted by SEBI - 2015.
- Awarded certificate from ADITHYA BIRLA Group for effort towards "PROJECT GOLD" - 2014.
- Awarded 2nd Prize from Saintgits Institute of Management for "FINANCE GAME" - 2014.

REFERENCES

REV FR. THOMAS PARIYARATH
DIRECTOR & ADMINISTRATOR -
PUSHPAGIRI MEDICAL COLLEGE HOSPITAL ,
THIRUVALLA, KERALA, INDIA
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Mr. SANJAY VARMA
DEPUTY MANAGER CREDIT & BILLING -
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DECLARATION

" I declare that all my details are true and also I have not been convicted of any criminal offense and have a clean background and can undergo any necessary background checks and comply with the company's policies and procedures."