



**SREEDEVI S**  
**Dubai**

**Contact:**

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**Email:**

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**Personal Details:**

DOB: 01-06-1980

Gender: Female

Nationality: Indian

Marital Status: Married

**Passport Details:**

Passport No: W5933073

Expiry Date: 20/10/2032

Place of issue:  
Trivandrum

**Languages:**

- English
- Malayalam
- Hindi

## **Medical Insurance Coordinator**

**Mission and responsibilities:**

- Verified customers managed care. Contact the patients or bystanders regarding the insurance via phone, mail or face to face interaction.
- In processing insurance for claims submission and resubmission , preparation of reports and coordination with medical service providers.
- Responsible for coordinating and supporting initiatives relative to the evaluation, processing, and handling of claims for the organization.
- Process insurance and disability claims in a timely manner.
- Entertains patients' queries regarding the insurance coverage and amount for the treatment
- Explain the bystanders regarding the treatment which is under the insurance coverage.
- Maintains strict confidentiality related to medical records and other data.
- Coordinating the accounts related to the company of patients' insurance
- Coordinate and cooperate with colleagues and other related departments for smooth running.

### **Skill Highlights:**

#### **Hard Skills:**

- Ability to work long hours under pressure
- Accounting (insurance related)
- Nursing skills

#### **Soft Skills:**

- Decision making
- Communication skill
- Problem solving
- Supervising
- MS word, Excel

### **Hobbies:**

- Travelling
- Reading books
- Listening to music

### **Experience:**

- Medical insurance Coordinator with Medical insurance Assistant Manager. - Christian Mission Hospital, Pandalam, Kerala August 2010 to November 2023.
- Nursing care (Nursing in Diploma) Christian Mission Hospital, Pandalam, Kerala May 1999 to August 2010

### **Education:**

- Medical Coding Certificate Course. Gained 95% in medical coding (ICD, CPT, HCPCs) IEHRD COLLEGE, Jain University, Cochin, Kerala, India.
- MS- Office- Micro college of Engineering Pandalam, Pathanamthitta, Kerala, India.
- Diploma in Nursing (ANM)
- Christ School of Nursing and Paramedical Mannarkulanji, Pathanamthitta, Kerala, India. Year: 1997-1999
- Pre-Degree - NSS College Pandalam, Pathanamthitta, Kerala, India Year: 1995-1997
- SSLC - MG High School, Thumpamon Kerala, India Year: 1994-1995.

### **Declaration:**

I hereby declare that all the above given details are true and best of my knowledge.

05/12/2023

SREEDEVI S