



Thamizh Kumar S

Professional Summary

Responsible Medical Claims Processor with strong attention to detail and juggles multiple tasks. Bilingual go-getter committed to handling claims expeditiously.

Contact

Phone

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Email

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Address

477 Building,
(Opp. to Emirates Driving Institute),
Al Qusais 1,
Dubai.

Visa

Residence Visa (Valid till Jan 2025)

Education

2009-2012

Diploma

Gudiyattam Polytechnic College

2012-2015

Bachelors of Engineering

SKP Engineering College

Experience

Jupiter Al Qusais Polyclinic, Dubai

Cashier cum Ass. Insurance Coordinator

2023 Feb - till date

- Assisted patients in filing out registration and admissions forms according to the insurance protocols and obtained necessary information such as medical histories.
- Obtaining approvals through various insurance portals.
- Prepares insurance forms and associated correspondences.
- Maintain strict confidentiality related to medical records and other data.
- Cash handling and follow-ups.
- Invoiced and collected cash from patients following specific insurance guidelines.
- Verify insurance benefits for patients and advice patients of their coverage.
- Perform day to day administrative functions and general office duties but not limited to word processing, copays, filing, faxing, email and data entry.
- Efficient in managing appointment scheduling, patient records, medical billing and financial information.
- Identify and resolve patient billing.
- Answering phone calls, transferring to the concerned persons

Access Healthcare - Chennai, India

2019 - 2022

Senior Client Partner

- Duties consisted of processing and keying explanation of benefits from insurance companies and personal payments from individuals.
- Post all money from Insurance and patients.
- Post all electronically available payer remits to appropriate accounts.
- Post credit card payments electronically or manually as needed.
- Post all personal paychecks and business checks to appropriate accounts.
- Post all electronic and manual zero pays per Explanation of Benefits, as well as make necessary adjustments to accounts.
- Responsible for electronic downloading payments, balancing daily reports, payment posting using online resources or payer websites.

Skills

- Insurance Verification
- Customer Service
- Cash Handling
- Coordinator
- Claims Follow-up
- Patient Registration
- Data Entry
- Accounting and Billing
- Billing dispute resolution

Language

- Tamil
- English
- Malayalam

Global Healthcare & Billing Partners - India

2017 - 2019

Medical Billing Executive

- Responsible for timely and accurate posting of payments and adjustments to all patient accounts.
- Interpreted the explanation for benefits (EOB) and balance transfers money to the secondary insurance or patient liability.
- Accountable for daily balancing and tracking of cash and adjustment posting.
- Balanced summary activity in the patient accounting system and reconciles the unapplied cash account on a daily basis.
- Posted denial information.
- Researched credit balances and processes refunds or transfers to the appropriate party on a weekly basis or according to clinic/department specific guidelines.
- Submitted refunds/transfers with supporting documentation in the proper order for processing to the supervisor.

Declaration

I do hereby declare that the above information is true to the best of my knowledge.

Place:

THAMIZHKUMAR.S

Date: