

Ranjish valiyaparambil

Dubai, UAE | +971 561042538 | ranjish1993@gmail.com

Professional Summary

Healthcare administration professional with **8+ years** of experience in **medical insurance coordination, ICD-10 coding, and claims management** across the UAE, Kuwait, and Oman. Proven expertise in **patient registration, billing management, and insurance authorization** via **Riayati and E-Claim Portals**. Strong communicator with a track record of **reducing claim rejections** and improving patient satisfaction. Fluent in **English and Hindi**.

Core Competencies

- Medical Insurance Claims Processing
 - ICD-10 Coding
 - Patient Registration & Scheduling
 - Billing & Payment Collection
 - Riayati Portal / E-Claim Portal Operations
 - Claims Authorization & Submission
 - Documentation Verification
 - Patient Relations & Advocacy
 - Healthcare Administration
 - Problem Solving & Communication
-

Professional Experience

MANHA MEDICAL CENTER – SHARJAH, UAE

Insurance Coordinator cum Patient Relations Executive

OCTOBER 2024 – Present

- Greet and check in **100+ patients daily**, capturing personal, medical, and insurance details.
- Schedule, reschedule, and verify patient appointments, optimizing physician schedules.
- Manage **billing and payment collections**, ensuring accurate financial records.
- Secure **insurance authorizations** via Riayati/E-Claim Portals, reducing service delays.
- File and track insurance claims, updating patients on status.
- Process ICD-10 coded claims with supporting documentation, **minimizing rejections**.

UNICARE Medical Center – Sharjah, UAE

Insurance Coordinator cum Patient Relations Executive

APRIL 2023 – OCTOBER 2024

- Checked in **150+ patients daily** and coordinated appointment schedules.
- Managed billing, copay collection, and insurance claim submissions.
- Obtained third-party payer authorizations through Riayati/E-Claim Portals.
- Processed ICD-10 coded claims with thorough documentation review.

Dr Sunny medical center – Dubai, UAE

Insurance Coordinator cum Patient Relations Executive

MARCH 2021 – MARCH 2023

- Operated multi-line phone systems, handled appointment scheduling, and insurance inquiries.
- Verified patient insurance coverage and processed ICD-10 coded claims.
- Followed up on outstanding claims to ensure timely payment.

EMIRATES HOSPITAL – DUBAI

Insurance Coordinator cum Patient Relations Executive

OCTOBER 2018 – DECEMBER 2021

- Registered patients, managed billing, and processed insurance claims.
- Obtained third-party authorizations via verbal/online methods.
- Monitored claim status and resubmitted when required.

Education

NIFE LIFT TECHNOLOGY – DIPLOMA | 2012 -2013

IRIKKUR Higher Secondary School – Higher Secondary in Biology science | 2010 -2012

MATTANNUR Higher Secondary School – High School | 2006

Technical Skills

- **Software:** Hospycare, Cureplus, Unite
- **Systems:** Riayati Portal, E-Claim Portal, Multi-line Telephone Systems
- **Coding:** ICD-10

Languages

- English – Fluent
- Hindi – Proficient
- Tamil – Proficient
- Malayalam – Native