BLESSY SUSAN MATHEW

Guest Relation Executive and Insurance coordinator

CONTACT DETAILS :

Address: Asyad Tower, Al Ittihad Street
Ajman, UAE

Phone: +971-544937449

Email:
blessysusanmathew318@gmail.com

Languages; English, Hindi, Malayalam, Tamil, Kannada

Computer; MS-Office, Photoshop, Corel draw and page making, Internet and Browsing

Personal dētails

UAE DRIVING LICENSE

Passport number- N6255369

Visa status - Visit visa

Date of Birth - 05-NOV-1994

Sex - Female

Nationality - Indian

Religion - Christian

Marital status - Single

SUMMARY

Attentive Front Office Executive providing exceptional customer service through diligent management. I have done Medical Knowledge and Documentation, Out-patient Medical Coding, and Health Insurance Claim. Committed to maintaining a positive attitude while delegating front office duties to ensure smooth operations.

WORK EXPERIENCE

2017-2024 Guest Relation Executive and Insurance coordinator.

Al Ahalia medical Centre, Ajman, UAE.

- Preparing for preapprovals.
- Taking approvals from Insurance.
- Claim processing
- Pre- Authorisation
- Claim Review
- Resubmission and medical billing
- Follow up with insurance company
- Communication with physicians
- Documentation Management
- Insurance policy coverage Review
- TPA Knowledge UAE Health insurance. Eg: Nas, Neuron, Nextcare, Mednet, Daman Etc..

EDUCATION

2009 - SSLC NSS High school chingavanam
Kottayam, Kerala, India.
2009-2012 - Plus 2 St Mary's College Kurichy
Kottayam, Kerala, India.
2012-2014 - BSS Diploma in Radiology & Imaging Technology
SH Medical Centre Hospital Nagampadom
Kottayam, Kerala, India.

COMMUNICATION AND SOFT SKILLS

- Clinical Management.
- Patient Care.
- Record Keeping
- Reporting & Analytics
- Provider Queries
- Follow- up with insurance
- Customer Service
- Problem solving
- Attention to Detail

DECLARATION

I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.

Blessy Susan Mathew