

Pinky Chandran
CPC Certified Medical Coder cum Insurance Coordinator
Sharjah, United Arab Emirates
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Professional Summary

Energetic and detail-focused professional with knack for organization and coordination possesses strong understanding of insurance processes and demonstrates proficiency in data management and client communication committed to ensuring smooth operations and positive client experiences.

Education

- Medical Coding & Billing (ICD-10-CM) + Medical Scribing, **Transorze** 2021 - 2022
- B.Tech Biotechnology , **Calicut university** 2012 - 2016

Experience

- **Elaj Medical Center** May 2025 - June 2025
Insurance coordinator
 - Take pre approvals for various services.
 - Make sure that the services are covered under the insurance before taking pre-approvals.
 - Coordinated insurance verification processes to ensure timely patient services.
 - Filed and tracked insurance claims and communicated claims status to patients.
 - Enhanced customer satisfaction by efficiently handling insurance claims and processing policy updates.
 - Maintained strong knowledge of basic medical terminology to better understand services and procedures.
- **Relatore Solutions** April 2024 - May 2025
Internship
 - Worked with various client details like taking approvals and claim submission.
 - Worked in Medimate software.
 - Attain a deep knowledge in UAE approval guidelines and insurance.
 - Ensure accuracy and completeness of coding for proper reimbursement and compliance.

Skills

- Insurance claims processing
- Accurate CPT coding
- Service-oriented communication skills
- Microsoft office and Excel
- Medical terminology proficiency
- Attention to detail
- Records management
- Teamwork and collaboration
- Critical thinking
- Eligibility determination
- Medical terminology

- Teamwork
- Problem-solving
- Time management
- Multitasking
- Adaptability and flexibility
- Verbal and written communication

Languages

- English
- Malayalam
- Hindi

Achievements & Awards

- Winner of '2015 Techtap women's only project competition'.