



Clarence Tolentino

Medical Insurance Coordinator (Medical coder-CPC)

Detailed-oriented IP/OP Insurance Coordinator with 13 years in managing authorizations, insurance revision, verifying the patient eligibility and coverage ensuring compliance with regulations. Excellent leadership, communication, and problem-solving skills.

Contact

📍 Dubai, UAE

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✉ clarence_tolentino@yahoo.com

Educational Background

Tertiary Level 2003- 2007

Our Lady of Fatima University

Bachelor of Science in Nursing

Personal Data:

Age : 38

Nationality : Filipino

Birthday: October 16, 1986

Certifications:

AAPC- American Academy of Professional Coder

CPC- MEDICAL CODER

Member ID - 02173013

References

Maneesh Philip

Senior Medical Coder

Al Garhoud Private Hospital Dubai U.A.E

Mobile no. 0556498978

Saad Zamir

Insurance Manager- RCM

Al Zahra Hospital Dubai U.A.E

Mobile no. 0551008298

Professional Experience

HMS - AL GAHROUD PRIVATE HOSPITAL

IP Medical Coder (CPC) - Member ID 02173013

November 1, 2017 – November 03, 2025 (End of Contract)

- Supervising the IP/OP insurance coordinators
- Processing/Sending Emergency, Elective IP, DayCase (All Department)
- Processing Revision IP, OP
- Knowledgeable with DRG code, CPT code, ICD10, HCPCS
- Coordinating with all Insurance company to ff up the approvals/request
- Coordinating with the External Hospitals/Visiting Dr's
- Knowledgeable in DHP0, Eclaims, 3M's, EMR and other system
- Supervising All request and colleagues
- Checking the Insurance Coverage and Non Covered
- Always updated in Coding Guidelines

UNIVERSAL HOSPITAL LLC

IP INSURANCE COORDINATOR

August 15, 2015 – October 4, 2017 (End of Contract)

- In charge on entering pre-authorization/approval for Out Patient and In Patient from different kind of insurance company
- In charge on processing and completion of claim forms
- In charge on sending approvals of Outpatient and Inpatient from the External Hospitals
- Billing works of insurance companies with corresponding factors and deductible

WELLCARE MEDICAL CENTER

INSURANCE COORDINATOR / Customer Service

June 23, 2013 – August 11, 2015 (End of Contract)

- In charge on processing and completion of claim forms
- In charge on entering pre-authorization/approval for Out Patient and In Patient from different kind of insurance company
- Billing works of insurance companies with corresponding factors and deductible
- Coordinating to the hospitals about scheduling/booking of a operation to (Burjeel Hospital, Al Noor Hospital)
- Checking the insurance card if its covered/expiry to any kind of procedure
- Encode's the patient information in a system
- Informing the patient to their appointment through phone calls and SMS

MINA PHARMACY

PHARMACIST ASSISTANT / INSURANCE COORDINATOR

January 2012 – April 2013

- Assisting the Pharmacist if what medicine they want.
- Checking the expiration of every single medicine/insurance card
- Informing the pharmacist for the near expired medicine
- Maintains orderliness and cleanliness within working area
- Arranged the medicine in their proper shelf
- Labeled the medicine with the price tag
- Sending for approval through online (PBM link-ADNIC , Open Jet-NAS) (ECLAIMS)