



ASHIQUE RAJ

HOSPITAL HEALTH SYSTEM MANAGEMENT

Professional Experience

INSURANCE CO-ORDINATOR - IZONE IT SOLUTION - 2024 MAVOOR CALICUT

INSURANCE HELP DESK IN HOSPITAL

Key Responsibilities:

- Educated patients on insurance policies, coverage options, and deadlines to ensure clarity and compliance.
- Developed and managed customized insurance coverage plans tailored to individual patient needs.
- Responded promptly to inquiries via phone and email, addressing claims, billing statements, and payment options efficiently.
- Maintained accurate, detailed records of all interactions and transactions, improving data accuracy and reporting quality.

Dr. Moopen's Medical College Hospital (DM WIMS), meppadi wayand

Skilled in hospital administration, TPA coordination, billing, and patient service management. Dedicated to maintaining quality standards and ensuring smooth healthcare operations. Eager to contribute to a dynamic healthcare organization and grow professionally.

Medical Insurance Processing

- TPA Coordination
- Claim Submission & Reconciliation
- Pre-Authorization Requests
- Patient Communication
- Documentation & Reporting
- MS Excel / Hospital Software Knowledge



KEY ACHIEVEMENTS

CPC MEDICAL CODING

- Acquired knowledge in Anatomy, Physiology, Medical Terminologies ICD & CPT coding

HOSPITAL REAL TIME LOCATION SYSTEM

- Professional development completed in industrial visits and academic project workentitield

N.S.S (national service scheme)

- Actively involved in the National service scheme



Education

- DIPLOMA IN MEDICAL CODING - DR.MOOPEN'S MEDICAL COLLEGE WAYANAD - 2021
- BBA IN HOSPITAL & HEALTH SYSTEM MANAGEMENT - JSS ACADEMY OF HIGHER EDUCATION & RESEARCH MYSURU - 2019 2022
- HIGHER SECONDARY SCHOOL (SCIENCE STREAM) - G.H.S.S. VYTHIRI, WAYANAD - 2018 2019

DECLARATION

I hereby declare that the information provided in this resume is accurate and authentic to the best of my knowledge.

ASHIQUE RAJ

About Me

Seeking a challenging position in a dynamic and progressive healthcare organization where I can contribute to efficient hospital and health system management, support organizational growth, and enhance the quality of patient care while developing a successful professional career.

Contact

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 ashiqueraj632@gmail.com

 Qusais 1, Damascus street

Skills

- Excellent communication and interpersonal skills
- Fast learner and flexible to any work
- Leadership skill.
- Team Management
- Honesty
- Punctual & disciplined

Language

- English
- Malayalam
- Tamil
- Kannada