

# DR. SREEKUTTY C

CPC MEMBER ID: 02226918

INSURANCE COORDINATOR/CERTIFIED MEDICAL CODER

+971 503600821

csreekutty9@gmail.com

Alrigga, Dubai

## EDUCATION

- CERTIFIED PROFESSIONAL CODER (2024)**  
AROWN MEDICAL CODING ACADEMY
- BAMS (2016 - 2022)**  
GOVT. AYURVEDA COLLEGE, KANNUR, KERALA
- HIGHER SECONDARY**  
TDHSS, THURAVOOR
- SSLC**  
ST. MARY'S HIGH SCHOOL, CHERTHALA

## KEY SKILLS

### TECHNICAL SKILLS

- Pre-approvals / pre-authorization requests
- Insurance eligibility verification
- Patient insurance benefits review
- Outpatient services claims
- UAE insurance companies
- Payer guidelines
- Insurance policy compliance
- Timely and accurate claim submission
- Coordination with physicians and front desk
- Claim documentation accuracy
- Denial prevention
- Insurance approval
- Insurance authorisation

## PROFESSIONAL SUMMARY

Detail-oriented healthcare professional with over 3 years of experience in insurance claim processing, medical coding, and clinic operations in both UAE and India. Proven ability to manage pre-authorizations, ensure compliance with DHA regulations, and maintain accurate insurance documentation. Skilled in coordinating with insurers and healthcare teams to streamline claim approvals and reduce denials. Proficient in using eClaim DHPO, insurance portals, and electronic health systems. delivering high-quality documentation and regulatory compliance support.

## WORK EXPERIENCE

### INSURANCE COORDINATOR

DEC 2024 - PRESENT

DR SAIGANESH MEDICAL CENTER DUBAI

- Verified patient insurance coverage and processed treatment approvals promptly to reduce delays.
- Managed pre-authorization requests for timely clearance of medical procedures.
- Coordinated with insurance companies to expedite claim approvals.
- Ensured adherence to DHA guidelines through careful record-keeping.
- Assisted patients in understanding policy benefits, coverage, and limitations.
- Streamlined documentation processes to boost administrative efficiency.
- working knowledge & exposure to governing regulations of the insurance policies and procedures.
- Validating the medical claims to ensure whether services covered by the insurance with respect to Insurance limits & DOH Adjudication rules.

### INSURANCE COORDINATOR

AUG 2024 - NOV 2024

CITICARE CLINIC, DUBAI, UAE INTERNSHIP

- Conducted insurance eligibility ,took insurance approvals and referral approvals using eClaim DHPO,software and insurance portals.
- Managed pre-approval requests for medical treatments and procedures through insurance systems.
- Processed DHA sick leave applications and ensured compliance with healthcare regulations.
- Handled facility member renewals, maintaining updated patient and provider information.
- Verified insurance coverage and resolved discrepancies in claims for efficient processing.

- ICD-10 coding
- cpt coding
- CDT coding
- Hospital information systems
- (HIS),clinisoft,EMR
- MS Office

#### **SOFT SKILLS**

- Attention to detail
  - Multitasking
  - Deadline management
  - Communication skills
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#### **ADDITIONAL INFORMATION**

- Date of Birth : 15/10/1996
  - Passport NO : X4639332
  - Nationality : Indian
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#### **LANGUAGE**

- English
- Hindi
- Malayalam
- Tamil

#### **RESIDENT MEDICAL OFFICER**

**DEC 2023 - JULY 2024**

*ETHAL AYURVEDA PVT. LTD., KERALA, INDIA NABH ACCREDITED*

- Managing OP and IP departments.
- Diagnosing the diseases as per the symptoms and clinical investigations and prescribing medicines.
- Periodically consulting the patients and observing their improvements and making reports.
- Performed medical procedures while working.
- Good command over Panchakarma treatment modalities.
- Supervision of the pharmacy department.

#### **RESIDENT MEDICAL OFFICER**

**JAN 2023-NOV 2023**

*AGASTHYA AYURVEDIC MEDICAL CENTER, KERALA, INDIA*

- Taking patient histories, assessing vitals, performing physical examinations, and evaluating the necessity for patient admissions.
- Management of OP and IP CASES.
- Staff management
- Managing OP and IP departments.
- Diagnosing the diseases as per the symptoms and clinical investigations and prescribing medicines.

