



RESHMA BAIJU

INSURANCE SUBMISSION
OFFICER & IN PATIENT
COORDINATOR

CONTACT

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Thrissur, Kerala

ADDRESS

Edathiparambil
Parappukkara, P.O.
Parappukkara - 680 310

DATE OF BIRTH

17-03-1992

NATIONALITY

Indian

LANGUAGES

English, Hindi, Tamil and
Malyalam

SKILLS

Microsoft Office
Microsoft Excel
Peachtree
(Foreign Accounting Software)
Quickbook
(Foreign Accounting Software)
Tally

PROFILE

Looking out for an opportunity to work and obtain the best position in an organization where I can put my best for the growth and development of the organization and my professional career, where my technical skills are utilised and update to achieve excellence with effective realization of the organizations goal.

EDUCATION

Medical Coding (studying)
MA, Economics, MA Sociology, Calicut University - 2016
BEd, Social Science, Calicut University - 2014
Degree, BA Economics, Calicut University - 2013
PLUS TWO, Humanities
Directorate of Higher Secondary Education (DHSE) - 2010
SSLC - Kerala Board of Public Examination - 2008

WORK EXPERIENCE

Al Amal Hospital Bahrain , Hamad Town
(Still) 3.4 years as an Insurance Submission
Officer (Team Head)

Badr Al Samaa Hospital , Oman
4 1/2 years as an Insurance & In Patient Co-ordinator

Teaching
St. Johns Public School, Parappukkara, Thrissur Dist.1 .6yr
Office Assistant from Manappuram Insurance Company,
Thrissur at 1 year

WORK STRENGTH

Taking Insurance Approvals (OP & IP)and monthly
claim submission without any delay
Coordinate with insurance companies regarding
rejections, denial reasons
Coordinate with resubmission dept regarding
rejetced claim and its resubmission
IP Admission & discharge procedures
Update Daily Reporting to the Higher Manegement
Expert and familier with medical coding for claim
submission and pre approval purpose