



MARGARITA PILAR SARMIENTO

INSURANCE
COORDINATOR

CONTACT

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Jamal Abdul Nazer St, Majaz
Sharjah UAE

EDUCATION

THE UNIVERSITY OF MANILA
SAMPALOC, MANILA

Associate in Hotel And Restaurant
Management

June 1996-Oct.1998

SKILLS

- Reception Jobs
- Clerical works
- Leadership
- Critical thinking
- Documentation insurance

LANGUAGES

- English
- Arabic (basic)
- Tagalog

ABOUT ME

Proactive and reliable multitasker with excellent organization skills and ability to prioritize patient needs and coordinate daily basic care needs. Highly motivated team player with excellent written and verbal communication skills, attention to detail, and passion for process improvement efforts.

EXPERIENCE

- **Insurance Coordinator** *June 01, 2017 up to present*
Al Durrah Radiology Center
 - Receiving the insurance documents from the patients.
 - Sending approvals, submission and reconciliation to the insurance companies by riayati and e-claims, for the procedures requested by the treating doctors.
 - Coordinate with the insurance companies to verify the coverage of the patients.
 - Booking the appointments of the patients after approval.
 - Acquired specific CPT & ICD10 codes to ensure proper treatments and billing of all detailed procedures.
- **Insurance Coordinator**
Doctors Medical Center *2015-2017*
Sharjah UAE
 - Coordinate with the reception team for deductions of co-payments of the patients.
 - Answering telephone calls
 - Following of payments to insurance companies.
 - Resubmitting the claims by review and analyze the reasons of rejected payments for the claims services.
 - Checking the eligibility at RIAYATI Portal and E-claim
- **Insurance Coordinator cum Receptionist** *2011--2015*
International Specialists Medical Centre
Ajman, UAE

Reference:

Available upon request.

Declaration:

I hereby declare that all the above information is correct and accurate.

Margarita Pilar Sarmiento