

Medical Claims Supervisor

ANAS ASSAINAR

☎ :(+974) 55694707

☎ (+966) 550612744

✉ achieanas@gmail.com

📍 Doha

📍 Qatar



SUMMARY

Looking for a highly prospective & commendable position in the field of Insurance claim processing where my experience and knowledge will be further cultivated and utilized for the welfare of the organization. Hard working and self-motivated Medical Claims processor available to offer professionalism and thoroughness to an insurance or medical company in need

Work Experience

Claims Supervisor

Dec 2018 – Dec 2019 (Saudi German Hospital Aseer Branch)

- Auditing the charges, rectifying the wrong charges and adjusting bills as per the policies of the insurance companies.
- Full exposure in maintaining up-to-date billing system
- Training for newly hired staff in department
- Involved in Follow up of collection of due amount from Companies.
- Researching and resolving all billing and collection discrepancies
- Run management reports – monthly closing for Accounts receivables, un- invoice report, business reports, billing reports etc.
- Monitoring customer account details for due collection amount and other irregularities.
- Carry out billing, collection and reporting activities according to specific deadlines
- Manage billing process – implementation policies and procedures
- Investigate and resolve Customer queries
- Communicating with customers via phone, email, or personally
- Auditing the In-patients when received from Admission and Discharge Office and following approvals with approval section if any approval pending.
- Coordinating with Insurance companies for Policies, Approvals and for any Emergency Cases.
- Coordinating with patients regarding their approvals, ID Copy & Coverage under the Policy

Saudi ARAMCO Coordinator & Claims Officer

Dec 2011 - Nov 2018 (Saudi German Hospital Aseer Branch)

- Responsible for ARAMCO in overall process of billing, patient relation and coordination with the ARAMCO medical services as an Aramco Co coordinator.
- Preparing strategies for Profitability and best service to ARAMCO patients.
- Preparing Comparative statements of Revenue and Expenditure to evaluate the profit/loss in the PCP and SPS
- Planning and implementing the procedures to retain the business of ARAMCO under Profitability
- Properly checking the services, approvals as per requirements of the insurance company
- Acting as billing supervisor and managing the department in the absence of the CAM supervisor.
- Some of the major Insurance companies, I served as Bupa, NCCI, Mednet, ASICO, CARS, Gulf Union, Globemed, AXA, Medivisa (Medgulf), etc and major Direct Company like MOH, KJO.

SKILLS

Microsoft Office,
Administrative,
Advance
Business
Writing,
Problem Solving,
Team Work
Data Management
Communication.

EDUCATION

2001	SECONDARY SCHOOL (GOVERNMENT OF KERALA)
2001-2003	HIGHER SECONDARY (GOVERNMENT OF KERALA)
2003 - 2006	BSC COMPUTER SCIENCE (BHARATIAR UNIVERSITY)

CERTIFICATION

Diploma	DIPLOMA IN FOREIGN ACCOUNTING
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PERSONAL DETAILS

D.O.B	09/11/1984
NATIONALITY	INDIAN
VISA STATUS	VISIT VISA

REFERANCE

Name :	MOHAMMED QASIM MIR
Position :	Medical Coder
E mail :	Qasimmir35@gmail.com
Mob :	+966 565261243

LANGUAGE KNOWN

ENGLISH :	
ARABIC :	
HINDI :	

DECLARATION

I hereby declare that all the above information are true and correct to the best of my knowledge and belief. I would appreciate if, keeping the above in view, you could consider my candidature with your esteemed organization and I assure you that I shall serve the organization to the best my knowledge and capabilities.

ANAS



2019/12/21م



21/12/2019

Founding Member of Arab
Hospitals Federation

Certificate of Experience

This is to certify that:

Mr. Anas Assainar Kochan
Nationality : Indian .
Position: Billing Officer Supervisor.
ID: 80922.
Had been employed in SGH – Aseer 400 bed
capacity tertiary Hospital.
Has worked with us the period
From: 14/12/2011
to: 12/12/2019



Member of international
Hospitals Federation

This certificate is issued according to the
article (86) of Saudi labor & workmen law.
After he received all his entitlements.
We wish him success in his career.

Dr. Moteq Saad Al- Shahrani
Chief Executive Officer
Saudi German Hospital – Aseer



ISO 9001 : 2000 Certified



الغرفة التجارية الصناعية بأبها
الاستشهاد رقم ١٥٥٥٩٣٠

المستشفى السعودي الألماني فرع شركة الشرق
الأوسط للرعاية الطبية
السبوية ١٤٤٠/١٢/١٤
الفرع ١٤٤٠/١٢/١٤
رسم الصدق ١٤٤٠/١٢/١٤
تجاري

155593C



د. معتق سعد الشهراني

المدير التنفيذي

المستشفى السعودي الألماني - عسير



Hospital Certified by
Joint Commission International
المستشفى معتمدة من
هيئة الاعتماد الدولية للمنشآت الصحية

صالح بن محمد القحطاني
Salah M. Alqahtani

عسير - ص.ب. ٢٥٥٣ - خميس مشيط - المملكة العربية السعودية - تليفون ٩٦٦٧-٢٣٥٥٠٠ (خط ١٠٠) - فاكس: ٢٣٥٤٥٠٠ (٠١٧)
Aseer - P.O. Box: 2553, Khamis Mushayt - Kingdom of Saudi Arabia - Tel. 966-7-2355000 (100 Lines) - Fax (017) 2354500
Website: www.sghgroup.com -- Email: info.asr@sghgroup.net