Medical Claims Supervisor

ANAS ASSAINAR





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)

SKILLS

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

- 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
- o Involved in Follow up of collection of due amount from Companies.
- o 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
- O 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.
- o 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
- \circ $\;$ 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.

EDUCATION

2001

SECONDARY SCHOOL (GOVERNMENT OF KERALA)

2001-2003

2003 - 2006

HIGHER SECONDARY (GOVERNMENT OF KERALA)

BSC COMPUTER SCIENCE (BHARATIAR UNIVERSITY)

CERTIFICATION

Diploma

DIPLOMA IN FOREIGN ACCOUNTING

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

MIDDLE EAST HEALTH CARE CO. MANAGED BY

SAUDI GERMAN HOSPITAL GROUP

Jeddah - Aseer - Riyadh - Madina



درية درن الأرسطة مدينة تصارعية مجموعة مستشفيات السعسودي الأكسانسي جدة ـ عسيس ـ الرياض ـ المدينة المنورة

2019/12/21م

21/12/2019

Certificate of Experience

ounding Member of Arab Hospitals Federation

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

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. Moteg Saad Al- Shahrani Chief Executive Officer Saudi German Hospital — Aseer

TÜV

ISO 9001: 2000 Certified



الغراصة التي رية السنامية بأب و المستشفى السودي الأساق فرغ شركة قشرق الإوسط الرعامة السيدة السرية ١٠٤٠ (١٠٠١ ما المنا ١٠٠١ المنا ١٠٠١ المنا ١٠٠١ منا المنا المنا

155593C

Hospital Certified by
Joint Commission International
الستة في معتمدة مسن

شهادة خبرة

بمدا نشمد بأن.-

السيد/ انس اسينار كوشان

الجنسية: الهند.

الوظيفة: مشرف إعداد فواتير.

الرقم الوظيفي: 80922

عمل لدينا من تاريخ:

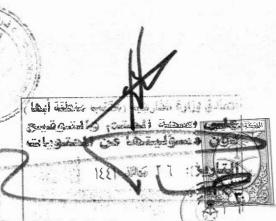
من: 2011/12/14م.

إلى: 2019/12/12م.

وقد تم منحه هذه الشهادة امتثالاً للمادة (86) من نظام العمل والعمال السعودي.

وقد أعطيت له هذه الشهادة بناء على طلبه ويعد إخلاء طرف المذكور، و استلام كافة الحقوق النظامية لقاء خدماته متمنين له التوفيق في حياته العملية والمستقبلية.

ٌ د. معتق سعد الشهراني المدير التنفيذي الستشفى السعودي الألاني – عس



عسير ا ص. ي ٢٥٥٠ - خميس وشيط - الملكة العربية السعودية - تليقون - ٢٠٥٠ (١٠٠ خط) - فاكس: ١٠٠ (١٠٠ خط) - فاكس: Aseer - P.O. Box: 2553, Khamis Mushayt - Kingdom of Saudi Arabia - Tell \$66 - 2355000 (100 Lines) - Fax (017) 2354500 Website: www.sghgroup.com -- Email: info.asr@sghgroup.net

سالح بن محمد القحطاني