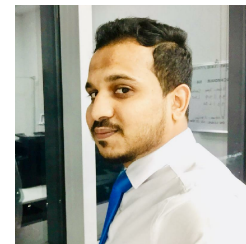


ABDULLA KUNHI M

@ abdullakunhi.mukkood@gmail.com

☎ 0522181423

📍 Al Nahda Near Al Nahda metro station Emirates driving Institute Dubai



Objective

I am a committed and self motivated person with excellent communication skills seeking for a long term career. Position where I can make significant contribution to the progress of the organization.

Experience

October 2019 -

Present

Hopecare polyclinic Horlanz , Dubai

Medical insurance billing and insurance coordinator

Responsible for the accurate flow of medical information and patient data between physician pateints and third party payers with the use of accurate numeric code to defined diagnostic, treatments and procedures and to enter this information in to a facilities database using medical coding protocol to produce a statement or claim

To act as a liaison between the the facility and payment parties to investigate the claim , verify its information, and update on my the database in the instance that a claim is defined by the third party payer

Recive and review patient charts and documents for accuracy

Ensure that all codes are current and active

Report missing and incomplete documentation

Update the maintain document lists

Performs accurate charge entries

Review patients medical records

Handles co-pays, balances , and charge posting

Coding treatment information using current procedural terminology (cpt) codes

Communicating with medical billing specialists to ensure treatment codes are accurately received

Performs additional duties assigned by unit -Incharge as needed

Ensure proper coding on provider documentation

March 2015 -

September 2019

UNIVERSAL HOSPITAL ABUDHABI

Corporate health service executive

★ Supervises /manages the executive's/subordinates within the department in terms of performances,scheduling and daily activities.

★ Responsible for corporate communication, business correspondence, email transactions and documentation

★ Facilitates Health Screening process for Occupational Health requirement of corporate clients for Offshore, Onshore, Periodical, Pre-Employment, Food Handlers and non-Food Handlers.

★ Prepares, encodes, sorts and sends Medical Fitness reports and certificates to Corporate Clients (Sub Contractors) for Oil and Gas companies (ADMA, ADGAS,

ADCO, ZADCO, GASCO, TAKREER, ADOC, SERGAS and ADNOC.

- ★ Verify the Medical Fitness Reports and Certificates before issuing to corporate clients
- ★ Assists Staff/ Employees from Corporate clients (Sub Contractors) for Medical Examination
- ★ Coordinates with Subcontractors for confirmation of Appointment and Schedule of Medical Examination.
- ★ Arrange the internal and external medical camps
- ★ Prepares Minutes of the meeting for department weekly summary meeting.
- ★ Generates Manual and electronic invoices to be submitted to Finance department for collection.
- ★ Responsible for other administrative tasks ordered by the management

UNIVERSAL HOSPITAL ABUDHABI

Insurance and Medical Billing Executive - Outpatient

- ★ Responsible for performing clerical duties for scheduling appointments and filing patients' records
 - ★ Must be familiar with the insurance rules, billing practices & need to keep track of patients' payments.
 - ★ Maintain up-to-date billing and invoicing system.
- Responsible for daily generation and consolidation of invoices.
- ★ Explain billing invoices and accounting policies to staff, vendors and clients.
 - ★ Register new patients according to established office protocols
 - ★ Assist patients to complete all necessary forms and documentation
 - ★ Verify and update patient information
 - ★ Updating policies and discounts rates.
 - ★ Enter all relevant patient information into data system
 - ★ Follow up collection & allocation of payments.
 - ★ Carry out billing, collection and reporting activities according to specific deadlines.
 - ★ Managing all the cash transactions in their workplace.
 - ★ Maintaining daily account at the end of each day.
 - ★ Checking the daily cash balance
 - ★ Solving all the cash related queries
 - ★ Checking the original insurance card including the deductible, expiration date and network
 - ★ Preparing verifying & segregation of invoices & other documents
 - ★ Checking the limits of each insurance companies
 - ★ Checking investigation requires approval
 - ★ Checking the investigation which is covered and not covered by the insurance

SA-ADIYA ENGLISH SENIOR SECONDARY SCHOOL

Lecture In Management Studies Subjects

DIOTECH SYSTEMS AND PROJECTS

Accountant

*December 2012 -
April 2014
July 2010 -
September 2012*

Education

2008-2010

Bharatiar university

Master of Business Administration Finance and Marketing

2005-2008

Calicut university

Bachelor of Commerce

2003-2005

Kerala government Education Department
Higher Secondary Education

2007-2008

Professional school of accounting kasaragod kerala
Advanced diploma in practical and computerised financial accounting

2004-2005

DOEACC Centre Ministry and Human Resources department Newdelhi
Diploma In computer application and DTP

Skills

Interact well, independently as team leader as well as a team member

Thrive on working in challenging environment

Excellent team / time management skills

Able to perform multiple tasks under pressure and consistently meet tight deadline

Excellent business and interpersonal communication skill

Quick problem solver

Strong initiative in decision making and assumption of responsibilities

Language

English

Hindi

Arabic (satisfactory)

Malayalam

Tamil

Personal Details

Date of Birth : 26 09 1986

Marital Status : Married

Nationality : Indian

Passport : S5786968

Reference

Dr.Anoop Azad - "Universal hospital "

Head of Department dentistry

0566657172