

RIFNA RAINI K

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CAREER OBJECTIVES

To achieve career progress within the Business Administration, HR & Marketing by accepting and executing challenging duties, continuously learning and developing new skills while contributing towards the objectives of the organization through utilizing my personal strengths, technical skills and knowledge acquired through work experience and academic training.

SUMMARY OF QUALIFICATION

- ☐ An enthusiastic & goal-oriented postgraduate completed Master of Business Administration from University of Calicut.
- ☐ Visited **Precot Mills Limited, India** as part of MBA for learning organizational cultures.
- ☐ Sound knowledge of **Business Administration, Marketing & HR** developed through academic training & professional experience.
- ☐ Excellent technical skills including proficiency in using MS Excel, MS PowerPoint, Microsoft Word, MS Outlook

EDUCATIONAL BACKGROUND

- ☐ **Master of Business Administration – HR & Marketing** (July 2014 – June 2016) Ahalia School of Management, Palakkad, University of Calicut – India
- ☐ **BSc. Mathematics** (June 2011 – March 2014) Thunchan Memorial Govt. College, Tirur, University of Calicut – India
- ☐ **Higher Secondary – Biology Science** (2009-2011) Assisi EMHSS Kanjikode, Palakkad

PROJECT

Malabar Cements Limited – India

- 45 days major project on Human Resource Management Practices.
- 21 days of minor project on Waste Management.

EMPLOYMENT NARRATIVE

1. Medical Billing Coordinator

Bright Life Medical Center – Dubai (May 2019 till date)

2. Medical Billing Assistant

Universal Hospital - Abu Dhabi (October 2018 - March 2019)

Roles & Responsibilities:

- Registration and Billing (Insurance & Non-Insurance)
- Answering Phone Calls and Scheduling Patients.
- Maintain patient's information in full confidence.
- Assign medical billing codes to the services rendered (including diagnostic tests, medical procedures, and treatment plans) and submit all the claims to the Insurance Department to send for the approval at the end of the Month.
- Ensure that CPT code along with ICD-9 code is mentioned on each insurance claims.

- Coordinate with medical coding department and insurance department to reduce the insurance claim rejections.
- Reviewing and appealing unpaid and denied claims.
- Verifying patient's Insurance coverage.
- Answering patient's billing questions.
- Coordinate with the Accounts and submit all the bills to the Accounts at the end of the Month.
- Prepare all the necessity things for the Health Authority Inspection.
- Perform in direct billing and cash billing.
- Check the prices of investigations and services which are suggested to the patient by the doctor.
- Check the insurance coverage of investigations and services which are suggested to the patient by the doctor.
- Check the insurance limits and coordinate with insurance department for the approval process.
- Check the eligibility of insurance card holders for different benefits like dental, optical, maternity, Lab tests, Radiology Procedures, etc.
- Coordinate with medical coding department and insurance department to reduce the insurance claim rejections.
- Check patient's insurance coverage and copayment details.

COMPUTER SKILLS

Microsoft Word
MS Excel
MS PowerPoint
MS Outlook

PERSONAL INFORMATION

Nationality	: Indian
Date of Birth	: 26 May 1993
Marital Status	: Married
Visa Status	: Employment Visa
