**NAPOLEON GIMENO BERNADAS, JR.**

56 Edgedale Plains #16-12 Singapore 828822

Mobile No.: 94267463

E-mail Address: [nbernadas@yahoo.com](mailto:nbernadas@yahoo.com)

**OBJECTIVES:**

To utilize my skills and potentials as an experienced medical practitioner and trained reimbursement and direct billing claims executive in medical insurance field.

**PROFILE:**

Dedicated insurance professional with 10 years of experience processing and evaluating reimbursement and direct billing health insurance claims in an internationally recognized brand. Effectively manage multiple, high-priority projects, and take pride in providing exemplary customer service.

**PERSONAL DATA:**

Date Of Birth : 11 December 1980

Citizenship : Filipino

Civil Status : Single

Languages Spoken : English and Tagalog

**WORK QUALITIES:**

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* Good interpersonal skills
* Ability to show effective management
* Can work under pressure
* Hardworking
* Values integrity and loyalty

**EXPERIENCE:**

**ALLIANZ PARTNERS**

Medical Claims Assessor

**(August 07, 2016 – August 14, 2018)**

Umm Suqeim, Sheikh Zayed Road, Dubai, UAE

***Job Description:***

* Adjudicate and process claims within the agreed company SLA, clear to zero in accordance to facilitate the company achieving its loss ratio target.
* Use Allianz client database, Gulliver/Citizen, and TATSH accurately and effectively to ensure reports generated give a true reflection of the department’s workload, which consequently facilitates effective target planning
* Operate within and meet the conditions of company service standards, clear to zero, to guarantee customer satisfaction and retention.
* Contribute to the team and departmental productivity targets so that the agreed SLA is achieved and a high level of customer service is provided.
* In line with the company’s policy on cost containment identify duplicate payments, possible non-disclosure and fraudulent claims.
* Respond to customer enquiries accurately and professionally and if necessary liaise with other departments for support to ensure and efficient and professional response is given thereby achieving customer satisfaction.
* Participate in departmental medical training to expand knowledge of medical terminology and procedures and to develop comprehensive claims processing skills.
* Maintains In Patient Savings Report and sends the declined percentage monthy to be able to track denials for all admissions.
* Adjudicate Complex In patient claims

**AXA INSURANCE**

Medical Processing Claims Executive

**(October 2012 – July 2016)**

Dubai Outsource Zone, Dubai, UAE

***Job Description:***

* Evaluates and process local and international reimbursement claims as per insurance policies .
* Provides in-depth analysis in the evaluation and assessment of medical reimbursement claims.
* Coordinate with the providers for clarification and validation of information.
* Analyze different policies.

**ARAB GULF HEALTH SERVICES (NEXTCARE)**

Junior Evaluator (Reimbursement)

**(January 2011- July 2012)**

PO Box 80864, Dubai, UAE

***Job Description:***

* Evaluates local and international reimbursement claims as per insurance policies.
* Provides in-depth analysis in the evaluation and assessment of medical reimbursement claims.
* Coordinate with the providers for clarification and validation of information.
* Analyze different Insurance policies.

**ARAB GULF HEALTH SERVICES ( NEXTCARE)**

CLAIMS REIMBURSEMENT PROCESSOR

**(June 2008- December 2010)**

PO Box 80864, Dubai, UAE

***Job Description:***

* Performs the more complex data entry and clerical tasks involved in the preparation and processing of patient insurance claims (in patient or out patient) accurately and efficiently.
* Provides accurate routine daily claims reimbursement and administration work.
* Provides in-depth analysis in the processing of claims.
* Attend calls and e-mails from insurance companies, clients and providers.
* Audit claims of junior processors in the absence of Team leader.
* Trains joining staff in the team.

**CAPIZ DOCTORS’HOSPITAL**

Staff Nurse

Medical / Surgical Adult Care and Pediatric Care Unit

**(November 16, 2007-February 15, 2008)**

Roxas City,Capiz, Philippines

**CAPIZ DOCTORS’HOSPITAL**

**Nurse Trainee**

Medical / Surgical Adult Care and Pediatric Care Unit

**(October 1, 2007 – November 15, 2007)**

Roxas City,Capiz, Philippines

***Job Description:***

* *Perform the standard nursing skills:*
* Assess, identify, plan, give, and evaluates nursing care and patient’s needs.
* Administer medication safely, accurately, and observe signs and symptoms and institute remedial action when necessary.
* Receives and carry out physician’s orders.
* Prepares pre-op patients and monitor post-op patients.
* Monitor pre-partum and post-partum mothers.
* Give instructions to patients and families.
* Familiar in handling apparatus and equipments in the hospital such as pulse oximeter, cardiac monitors, ECG machines, mechanical ventilator, suction machine and nebulizer.

**EDUCATION:**

**TERTIARY**

2003-2006 **Bachelors of Science in Nursing**

*Iloilo Doctors’ College*

*West Avenue, Molo*

*5000 Iloilo City, Philippines*

1998-2002 **Bachelor of Arts in English**

*Central Philippine University*

*Lopez Jaena St., Jaro*

*5000 Iloilo City, Philippines*

**SECONDARY**

1994-1998 *Filamer Christian University*

*Roxas Avenue, Roxas City*

*Capiz, Philippines*

**SPECIAL SKILLS**

* Computer skills (Microsoft Office:Word, Excel,Powerpoint, Outlook and web surfing)
* Can deliver english fluently
* Professional and technical Nursing skills
* Analyze, Evaluate, and Process Direct billing and Reimbursement Medical claims.