



JACOB AGUILAR BELEBER

Mobile No.
00974 5506 1186

Email:
jbeleber@yahoo.com

Address:
Al Waab, Doha Qatar
➤ **Qatar Driving License Holder**

EDUCATION

Bachelor of Science in Business Administration Major in Management (2001 – 2005)

Colegio de San Juan De Letran – Intramuros Manila, Philippines

PERSONAL SKILLS

*Critical Thinker
Multi-tasker
Team Player
Investigative
Pro-active Problem Solver
Proficient in MS Office
Effective Communicator*

PERSONAL DETAILS

DOB:
September 11, 1984

Civil Status:
Married

Nationality:
Filipino

Language Spoken:
Filipino, English

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WORK EXPERIENCE

Al Malakiya Clinics

– Doha Qatar

INSURANCE COORDINATOR May 2022 – October 2023

Duties & Responsibilities:

- Responsible for acquisition of pre-approval from various insurance companies for valid members or patients.
- Included but not limited to coordinating with nurses and doctors for missing or pending documents, medical test results and doctors justification being required by the insurance companies.
- Update of medical tests or procedures on the local software/ System (softtech HIMS & safemed) with its corresponding status whether if its fully or partially approved or oftentimes, require additional information.
- Insurance audit – correction and amendment of patient details such as initial health complains, diagnoses, procedure/s requested by their respective attending doctor.

Al Emadi Hospital

– Doha Qatar

INSURANCE COORDINATOR June 2021 – February 2022

Duties & Responsibilities:

- Responsible for acquisition of pre-approval from various insurance companies for valid members or patients.
- Included but not limited to coordinating with nurses and doctors for missing or pending documents, medical test results and doctors justification being required by the insurance companies.
- Update of medical tests or procedures on the local software/ System (SAGE) with its corresponding status whether if its fully or partially approved or oftentimes, require additional information.

West Bay Medicare

– Doha Qatar

BILLING OFFICER March 2020 – May 2021

Duties & Responsibilities:

- Responsible for Billing to Insurance Companies.
- Receiving and segregating of Claim Forms.
- Counter checking of invoices, medical results, Insurance ID and other necessary attachments.
- Encoding of missing or pending invoices.
- Editing & correcting patient files in the Hospital Software (I-Care) which is essential in generating the detailed billing report.



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- Sorting of claim form documents depending on Insurance company.
- Submission of different reports to the Claims Section significant in the completion of Billing Report.
- Following through the Billing Statement & Summary.
- Filing and monitoring of approved Billing Report for future references.
- Encoding of details in the overall Monthly Billing report of various Insurance Companies.
- Other Billing related tasks that may be assigned by immediate superior.

Al Emadi Hospital – Doha Qatar

BILLING OFFICER December 2010 – January 2020

Duties & Responsibilities:

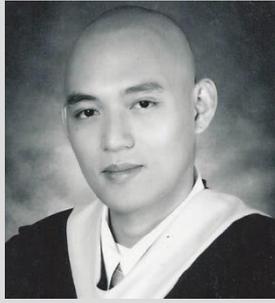
- Responsible for Billing to Insurance Companies.
- Receiving and segregating of Claim Forms.
- Counter checking of invoices, medical results, Insurance ID and other necessary attachments.
- Encoding of missing or pending invoices.
- Editing & correcting patient files in the Hospital Software (Pioneer / SAGE) which is essential in generating the detailed billing report.
- Sorting of claim form documents depending on Insurance company.
- Submission of different reports to the Claims Section significant in the completion of Billing Report.
- Following through the Billing Statement & Summary.
- Filing and monitoring of approved Billing Report for future references.
- Encoding of details in the overall Monthly Billing report of various Insurance Companies.
- Responsible for dispatching Claim Forms via courier or personal delivery depending on the situation.
- Other Billing related tasks that may be assigned by immediate superior.
- Reliever for Collection, management of cheques and delivery of claim forms for various insurance companies.
- Reliever for Requisition of Bank Claim Forms from several Insurance companies that will be relayed to the Reception.

Chinese General Hospital & Medical Center – Manila, Philippines

CREDIT & COLLECTION STAFF February 2008 – September 2010

Duties & Responsibilities:

- Issuance of temporary bill (statement of account) via window transaction and/or patients’ room to room delivery in order to keep them updated with their outstanding balance.
- Analysis of Hospital’s daily print out of Accounts Receivables to prepare list of patients needed to make additional deposit to



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maintain their outstanding charges below the assigned limit depending on the room category.

- Promissory note processing which includes patient profiling measuring their capacity to pay, identifying their collateral and setting the terms of payment then later on submitting it to the corresponding signatories or superiors.
- Processing and endorsement of indigent patients to Philippine Charity Sweepstakes Office (PCSO) Assistance to aid them in cutting costs with their hospital balance that goes for In and out-patient cases.
- Filing of Senior Citizens' Discount/ documentation that will be deducted upon the patients discharge.
- Accommodation/ Enrollment of patients that will undergo the Special Package Deal (SPD) which normally refers to complicated heart related procedures (e.g. coronary angiogram, coronary angiogram with bypass graft. Mitral valve replacement etc.) Then, assisting patients to the succeeding steps of the whole procedure.
- Preparation And Documentation of Special Discount which is normally approved by the hospital president & chairman of the board, then later on submitting it to its respective signatories for approval. Credit Memo/ Compilation of various types of discounts that the CGHMC has to offer.
- Filing, Sorting & segregation of Credit Memo documents for future reference.
- Monthly Report Preparation which includes the per discount type total & the entire monthly total of discounts granted by the hospital.
- Issuance of the Final Statement of account for reimbursement type of in and out-patient cases and having submitted to the authorized hospital representative/s.
- Quarterly Special Package Deal (SPD) report summary wherein in this particular task we determine if the hospital is at loss or not with the recent SPD patients.

Bayan Telecommunications, Inc. – Quezon City, Philippines

SALES AGENT November 2006 – January 2008

- Sales front liner of Bayan Wireless Landline (BWL)

Teletech – Pasay City, Philippines

IN BOUND CALL CENTER AGENT May 2005 - September 2006

- Attend to customers' questions, complains, suggestions and solving the problem to attend to the next call.

REFERENCE

To be provided upon request.