

# MOHAMED ABDEL GHAFAR

Healthcare Specialist , medical insurance



📍 Egypt

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♂️ male

## PROFILE

- I have honor to introduce my c.v for seeking a challenging job that gives me the chance to use my administrative skills, and to interact with people of diverse backgrounds.
- A very organized individual looking for development and innovation in the field of currency

## EDUCATION

- **Zagazig University**  
Institute of Technical healthy
- **Suez Canal University**  
Bachelor of Commerce and Business Administration
- **Ain Shams University**  
Diploma in Health care & Hospital Management

## EXPERIENCE

2007 → 2019

**Elsewedy Electric**  
Medical Administration Official

- Full coordination between insurance companies and hospitals in the event of foreign transfers and emergency critical transfers.
- Activating and updating new policies and companies on the system, including discounts, deductible rates, and limitations of approvals
- Issuing medical cards for workers and their families and in full coordination with the insurance company
- Obtaining medical approvals from insurance companies, and responding to required medical inquiries, if any.
- Matching services that require approval from the insurance company, reviewing insurance invoices and refunds, and ensuring that they are obtained and disbursed
- Review the reasons for rejection of payment from insurance companies, analyze and respond to them with coordination with doctors
- Respond to patients' inquiries regarding medical insurance and coverage status
- Preparing a monthly and annual report on the status of work in the insurance department and attaching proposals and solutions to problems, if any.
- Continuous follow-up with the insurance company regarding the addition of employees and their families, and following up on the insurance limit for each individual
- Coordination with the financial administration regarding the insurance company's dues
- Follow-up of health workers (monthly treatment - bills - daily treatment - first aid)
- Supervising the nursing and clinic in the facility (first aid/environmental procedures/safety procedures)  
sick leave  
medical records  
Health insurance leave
- **Job Achievements:**
- Additions inside the facility  
Make records for each employee encoded by the job number with all its contents  
- Effective contribution to the establishment's obtaining the environmental / occupational safety certificate  
Introducing a system of substit
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- **Reson For Leaving:** to the best
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- Continuous follow-up with the insurance company regarding the addition of employees and their families, and following up on the insurance limit for each individual
- Coordination with the financial administration regarding the insurance company's dues
- Follow-up of health workers (monthly treatment - bills - daily treatment - first aid)
- Follow-up work injuries, health insurance, and decisions of the medical committee
- Making electronic records for each individual with reports and the position of each case
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**Job Achievements:** Implementation of the electronic management system (electronic records) inside the facility  
 Establishing a follow-up system for Covid cases and good isolation procedures  
 The work of an electronic replacement system .. in coordination with the insurance company




→ **Insurance companies**  
Working with it

- Pan care 2008-2010
- DMS /solidarity 2010-2011
- ALICO 2011-2013
- Prime Health /mis insurance 2013-2018
- Medgulf 2018-2019
- Metlife 2019-2021

PERSONAL SKILLS

- ✓ Serious Dedicated Personality focusing on target approach
- ✓ Quick learner, and able to work under the stressful work conditions
- ✓ Communicative skills are of high standards and able to share
- ✓ responsibilities with job partners comfortably on a wide range.

SOFTWARESKILLS

- Microsoft Word 
- Microsoft Power Point 
- Microsoft excel 

LANGUAGES

- Arabic 
- English 

HOBBIES



## HUMAN RESOURCE MANAGEMENT TRAINING

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- Management and leadership and executive skills developed
- Communication Skills
- Management System Integration
- His distinguished work certificate
- Human Resource Management
- **Training of Schneider Electric**
- Certificate Name: Human Resource Management
- Additional Information:
  - \* Benefits management
  - \* Sick leave inside and \* outside the company and \* how to organize it recoveries
  - \* medical cards
- Training Topic: 5S System
- Training Topic: HR plug-Additional Information:
- All about human resource management
- Training Topic: safety plug-in
- Training Topic: Date quality series

## INTERNATIONAL AUDIT CERTIFICATE TRAINING

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- 5S System, - Lean 6 Sigma
- ISO 9001-2000 series Internal Auditor training.
- ISO 14001
- Occupational Safety and Health
- Members of the Safety and Environment Committee

## MEDICINE AND HEALTH TRAINING

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- Health Cluster Coordination
- Introduction to Go.Data
- ePROTECT
- Accelerate progress towards sustainable development goals in the field of health
- Competency-Based Learning -Introduction
- Coved 19: How to wear and remove PPE
- Standard precautions: Waste management
- Emerging respiratory viruses, including COVID-19
- Infection Prevention and Control (IPC)
- Occupational health and safety for health workers in the context of COVID-19

## VOLUNTEER WORKS

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- Support and assistance for the Children's Cancer Institute
- Member of the Humanitarian Aid Committee in El Sewedy Company