

# Miss Tarinee Siripaiboonpon

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## RESUME SUMMARY

Latest Position	UM NURSE
Years(s) of Work Experience	+ 20 years
Latest Job Function	Medical Third Party Services
Latest Industry Sector	Hospital
Highest Education Attained	Bachelor's Degree in Nursing

## PERSONAL PARTICULARS

Age	48 years old
Nationality	Thailand
Living Location	Oannut65, Bangkok.

## OBJECTIVE SUMMARY

Highly skilled and compassionate Utilization Review Nurse with +10 years of experience in evaluating medical necessity, ensuring appropriate utilization of hospital services, and collaborating with insurance providers to review patient care. Adept at analyzing clinical data, assessing the appropriateness of medical treatments, and ensuring compliance with healthcare policies and insurance regulations. Strong communicator and problem solver with a commitment to optimizing patient care while controlling costs and meeting accreditation standards.

## EDUCATION

Graduation Year: 1999, Mahidol University, Bachelor's Degree in Nursing.

Location: Bangkok City.

## LICENSES & CERTIFICATIONS

- Registered Nurse (RN) License
- BDMS Excellent Insurance Service Training

## **WORK EXPERIENCE**

### **UM NURSE**

#### **Dibuk Hospital**

- Make a Concurrent report sent to insurance company.,
- Check the costs before sending to the insurance company.
- Consultant for all medical teams; Doctor, nurse ward, nurse OPD, cashier etc.
- Cooperated working with insurance company, client, doctor and give information to customer about policy of insurance or when have complained.
- Acted as a liaison between the nursing department and insurance providers to ensure smooth processing of claims.
- Reviewed insurance policies to ensure patients received appropriate coverage for treatments.
- Communicated with patients and families to ensure clarity on insurance coverage and medical billing.
- Assisted insurance coordinators in the preparation of documents and medical records required for claim submission.
- Analyzed claim denials and collaborated with insurance companies to resolve discrepancies.
- Provided support for pre-authorization and verification of insurance coverage for medical procedures.

### **Resort Nurse**

#### **Santhiya Resort & Spa, Kho YaoYai**

- Delivered healthcare services to resort guests, including emergency medical assistance and first aid.
- Managed minor injuries and illnesses, providing immediate care and follow-up when necessary.
- Ensured health and safety guidelines were followed for both staff and guests.
- Communicated effectively with guests and resort staff to address health concerns

### **UR NURSE**

#### **Sikarin Hospital**

- Compile and review the medical information of individual patients and the limited insurance coverage available to them.
  - Make a Concurrent report sent to insurance company.,
  - Check the costs before sending to the insurance company.
  - Consultant for all medical teams; Doctor, nurse ward, nurse OPD, cashier etc.
  - Cooperated working with insurance company, client, doctor and give information to customer about policy of insurance or when have complained.
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## UR NURSE

### **Samitivej Srinakarin Hospital**

- Conduct concurrent and retrospective utilization reviews of inpatient services to ensure medical necessity and appropriate level of care.
  - Review medical records, treatment plans, and diagnostic information to assess whether the care provided aligns with clinical guidelines and insurance policies.
  - Collaborate with healthcare providers, insurance companies, and patients to discuss treatment options and authorization requirements.
  - Develop and maintain accurate records of utilization reviews, approvals, and denials for compliance and reporting purposes.
  - Monitor the length of stay (LOS) and assist in discharge planning to ensure timely and medically appropriate discharges.
  - Provide clinical expertise and support in addressing denials, appeals, and insurance-related concerns.
  - Participate in interdisciplinary meetings to discuss patient care and cost-effective treatment options. (BDMS UM Net Work)
  - Maintain up-to-date knowledge of insurance policies, reimbursement guidelines, and regulatory changes.
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## **Southeast Life Insurance (GROUP)**

### **Nurse Assessor Claim**

- Review and assess medical claims submitted by healthcare providers, ensuring compliance with company policies and clinical guidelines.
  - Analyze patient medical records, diagnoses, and treatment plans to determine claim validity and appropriate reimbursement.
  - Collaborate with healthcare providers, insurance agents, and patients to resolve any claim discrepancies or issues.
  - Utilize knowledge of medical terminology, coding, and insurance protocols to assess claims accurately.
  - Provide recommendations for claim approvals, denials, or adjustments based on evidence and regulatory guidelines.
  - Conduct audits of medical records to ensure proper billing and documentation practices are followed.
  - Assist in the development and implementation of claims processing guidelines and best practices.
- Stay updated on industry trends and changes to regulations, codes, and reimbursement standards.
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## **Register Nurse OPD & UR NURSE**

### **Paolo Hospital.**

- Provided care and treatment to patients in a clinical setting, including assessment, diagnosis, and medication administration.
- Educated patients and families on preventive care and healthy living practices.
- Managed patient records and documentation in accordance with healthcare regulations.
- Compile and review the medical information of individual patients and the limited insurance coverage available to them.
- Make a Concurrent report sent to insurance company.

## **Register Nurse**

### **Ramathibodi Hospital.**

(Nurses pediatric newborns aged 0-5 years.)

- Provided primary medical care, assessment, and treatment for patients.
- Responded to medical emergencies and offered life-saving interventions when necessary.
- Collaborated with doctors and medical staff to ensure proper patient care and management.
- Educated patients and families on health issues and preventive care.

## **SKILLS (OPTIONAL)**

- Medical Claims Software: [List specific software, e.g., API, Smart claim etc.]
- Electronic Health Records (EHR) Systems: [e.g., IMED, EMR]
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Medical Coding Systems: ICD-10, ICD-9
- Strong Communication and Interpersonal Skills
- Ability to Work Under Pressure
- Strong knowledge of healthcare insurance systems, policies, and procedures.
- Ability to review and interpret insurance documentation and communicate with insurance providers.

## **LANGUAGES**

1. Thai (Native)
2. English (Conversational)

## **INTERESTS**

- Fitness and Wellness, Swimming
- Traveling and Exploring New Destinations

## **REFEREES (OPTIONAL)**

\* **Mrs. Nilubon A.** (Manager UM of Bangkok Phuket Hospital) Tel. 081 347 5779



# Certificate of Completion

*This is to certify that*

**TARINEE SIRIPAIBOONPUN**

*has successfully completed*

**Insurance Case Management**

**On 16/2/2025**

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Instructor



hereby certifies that

**Tarinee Siripaiboonpun**

has participated in the enduring material titled

# BDMS Excellent Insurance Service Training

30 July 2024

This activity was designated for

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**Tarinee Siripaiboonpun**

has participated in the enduring material titled

# Utilization Management Concept

02 July 2024

This activity was designated for

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# Certificate

*This Certifies That*

**Tarinee Siripaiboonpun**

*has completed the online course in*

**ความรู้งานประกันต่างประเทศและการบริหารจัดการระดับ  
Basic**

*This certification earned on*

**26 March 2025**



**Ms. Carla Smith**  
President Director



**Mr. Alexander Rush**  
General Manager





hereby certifies that

**Tarinee Siripaiboonpun**

has participated in the enduring material titled

# **New Health Standard สิ่งที่เปลี่ยนแปลงไปและ รพ. ต้อง พร้อมรับมือ**

09 July 2024

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# New Standard Itemized Medical Billing New SIMB

10 July 2024

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## Basic PowerPoint

21 July 2024

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# Basic Excel for Everyone

21 July 2024

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## Office Productivity

20 March 2025

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# Certificate of Completion

*This is to certify that*

**TARINEE SIRIPAIBOONPUN**

*has successfully completed*

**Empowerment Organization**

**On 26/2/2025**

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Instructor