**Akinlade Olayemi Catherine**

**Principal Officer (Health Care)**

30, Elite Avenue zone I Ogunwusi II, Fashina Ile-Ife

akinladeolayemi273@gmail.com 08035725317 / 08035825159

* **SUMMARY**

Health care Management professional with above 15 years of significant experience in Hospital Assessment & Quality Assurance, in an accredited HMO in Nigeria (Assessment of Facilities, Claims Processing, Authorization of Code, analyses of Encounter & Prescription sheets, Coordinating and Supervising Zone activities)

* **EXPERIENCE**

 **Zonal Coordinator (South West):**

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| **Wise Health Services Limited Jan 2017 – Present***job descriptions*:* Coordinating and supervising zone activities
* Ensure submission and presentation of proposal to proposed clients and follow-up of the same
* Compiling daily and monthly report for submission to Head office
* Authorizing code to eligible patients
* Verifying Providers claims & follow-up for payment
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| * Attends to enrolees and providers complaints
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| * Reporting to the head office on daily activities of the zone
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| * Seeing to the smooth running of the zone
* Follow-up and ensure Enrolee Registration is successful
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| * Sensitizing Clients and Providers on any updates from time to time
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| * Ensuring rules and regulations of the scheme is duly followed by the participants
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| * Represents at zonal level in any organised workshop by the regulatory body or Provider
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* Other duties as assigned such as special project (e.g Reconciliation and collection of letters of non-indebtedness) etc

**Principal Technical Officer (Operations)**

**Wise Health Services Limited 2015-2017**

***job descriptions:***

* Writing daily and weekly report.
* Ensure that the encounter & Prescription forms are well processed.
* Processing and authorizing code to the eligible clients.

Processing of Claims received from Providers

* Attends to enrolees and providers complaints
* Develop and maintain an efficient documentation and filing.
* Write minute of meetings and procedure of memos of such for review etc

**Client Services officer**

**Wise Health Services Limited 2012-2015**

***job discriptions:***

* Ensure that the encounter & Prescription forms are well processed

Processing of pre- authorization code

* Giving pre-authorization code to the patients
* Processing of Claim from Providers
* Develop and maintain an efficient documentation and filing
* Attending to both Clients and Providers complaints
* Write minute of meetings and procedure of memos of such for review etc

**Technical Assistant (Benefit Plans& Information Technology)**

**Wise Health Services Limited 2006-2012**

***job descriptions:***

Accountable to the Zonal Manager through the Health Care Services Officer

Assisting the Zonal Manager and HCSO through the followings;

1. Collation of Benefit Plan Records
2. Site-Office Administration
3. Site-office Processing of records
4. Retiring of Monthly Office Imprest
5. Liaising with designated Banks

 **Post: Liberian 2003-2004.**

**Waziri, Junaidu History and Culture Bureau, Sokoto State. (National Youth Service Corp. {NYSC})**

* Assisted in arranging books in the library
* Compiling and arranging of Artefacts
* Reading Newspapers and reviewing such for the MD

**PERSONAL DETAILS**

**Date of Birth:**  18th December, 1975.

**Gender:**  Female.

**Marital Status:** Married.

**Home town:**  Ogbagi Akoko.

**Local Govt. Area:** Akoko North west, Okeagbe.

**State of Origin:** Ondo.

**Nationality:**  Nigeria.

**Religion:** Christianity.

* **EDUCATION:**
* M. Phil PhD. In progress

University of Ibadan

* Nigeria Institute of Management (Chartered) Membership 2016
* **Peace and** Conflict Studies Programme,

 Master (M.A) 2003- 2005

University of Ibadan

* Anthropolgy.

BA (lower credit) 1997-2002

University of Ibadan

* Ajuta High School, Ogbagi Akoko

Secondary School Certificate

Examination **(**Certificate**)** Pass 1989 - 1994.

**LANGUAGE:**

* English and Yoruba

**PROFESSIONAL SKILLS:**

* Leadership
* Goal-Driven
* Computer Proficiency
* Good Customer relationship
* Interpersonal Communication
* Focused and attentive

**AWARDS:**

* Best Staff of the Month

2012

* Best Zone of the Year

2013

**REFEREE:**

**Prof Deji Omole Prof Adesegun Fatusi Head of Department Vice-Chancellor University of Ibadan. University of Medical Sciences Ondo. Oyo State. Ondo State. 08033855455 07031819773**