RESUME

Shubham Negi

Address: - RZ-16 E Indra Park Palam Colony Street No – 33 New Delhi-110045

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CAREER OBJECTIVE

Seeking challenging career in US Healthcare Medical Billing Processing, where my knowledge and skills can effectively be utilized in order to enable my contribution towards the set goals of the organization.

PROFESSIONAL EXPERIENCE

(August 2021 to July 2022) :

Organization:- Porteck India Infoservices Pvt Ltd

Designation:- Billing (US Healthcare Medical billing)

Time period:- 1 Year Experience

Roles & Responsibilities:-

- Extracting Data into excel sheet from software/RDP
- Tally the deposit total with the Check's scanned.
- Work in collaboration with Stakeholders to manage insurance claim related concerns.
- Make sure the Recoup / Adjustment are applied correctly in the patient account..
- Check whether patient already exists in process database using Name/DOB search.
- End-to-End Stakeholder (US Clients) management.

MAJOR ACHIEVEMENT

• Identified employee of the quarter to manage maximum number ERA runs.

(July 2022 till Present) :

Organization:- Pacific Access Healthcare Pvt. Ltd.

Designation:- Senior Executive (US Healthcare Medical billing)

Roles & Responsibilities:-

- Worked On Payment Posting For More Then 20+ Different Clients.
- Good Knowledge Of Denial Management.
- Provide Support To Team Members.
- Compiling Work Log And Send Work Status Report On Daily Basis.
- Accurately Post Payments Received From Insurance Companies And Patient Payments.
- Review And Analyzed Explanation Of Benefit (EOB), ERA And Copay And Post It Correctly.
- Working On Credit Balance Batches Reconciliation For Those BatchThen Make Balancing Sheets.
- Attend Weekly Client Calls For Wider Knowledge And Process Improvement.
- Assign Work And Tasks To Team Members Based On Their Strenghts And Workload Capacity So That We Can Do Smooth Closings.
- Providing Training To New Resources And Resolved Their Query.
- Pull Inventory From The Client Server (Centricity) Then Arrange That According To The Allocation Then Allocate.

ACADEMICS

- Graduation From Delhi University.
- Intermediate Passed Form CBSE.
- Matriculation Passed From CBSE.

BASIC SKILL

- Computer proficiency.
- Microsoft Office Suite, Outlook, Adobe.
- Good Typing Speed (40-45 wpm).
- System Application and Good knowledge of various medical terminologies
- I have experience in Payment Posting and Good knowledge of Denial Codes.

PERSONAL SKILL

- Self motivated
- Disciplined
- Hard working

PERSONAL DETAILS

- Father's Name   Rajender Singh Negi
- Mother's Name   Naina Negi
- Date of Birth   22 Sep 2000
- Marital Status   Unmarried
- Religion   Hindu
- Nationality   Indian

LANGUANGE KNOWN

1. English
2. Hindi

HOBBIES

a. Travelling
b. Listening Music

Place: New Delhi   (SHUBHAM NEGI)