

Prabhat Singh

Contact#: 8076078895

Email ID: prabhat.dl002@gmail.com

Mailing Address:

C791/5, Near Suraj Builder, Vinay Nagar,
Sector 91 Faridabad - 121013

Objective:

To gain knowledge & understanding of functions of a progressive corporate house. To consolidate & broaden my knowledge of operation. I seek to gain respect through my contribution to the organization & aim to succeed in life through hard work and smart work

Work Experience:**Previous**

Organization : - Intelligent Radiology Solutions Pvt. Ltd.

Tenure : - April 2022 to Feb 2024

Designation : - Sr. Process Associate

Job Profile:-

- ❖ Providing team with the company's vision and the objectives of all projects.
- ❖ Created an environment oriented to open communications, creative thinking, cohesive team effort and work place trust.
- ❖ Have achieved team consensus and create win-win agreements wherever possible.
- ❖ Keep discussions focused and ensure decisions lead toward closure
- ❖ Collection of outstanding dues along with handling customer's enquiries and disputes.
- ❖ Working on target and quality oriented work environment wherein highest level of customer service scores are required.
- ❖ Devising strategies for improving customer care functions and to get the claims paid from insurance companies.
- ❖ Worked on Rejection Follow-ups.
- ❖ Prepared Client's feedback on the basis of statuses of claims.
- ❖ Coordinated telephonic and email interaction between internal and external parties.
- ❖ Ensured proper asset management and office records maintenance.
- ❖ Specialist in dealing with different types of medical claims. Have a deep knowledge of ICD, CPT
- ❖ Obtained Authorizations on behalf of providers

Previous

Organization : - Porteck India Infoservices Pvt. Ltd.

Tenure : - Dec 2020 to Mar 2022

Designation : - AR Executive

Job Profile:-

- ❖ Call to insurance and get the claim status.
- ❖ Understand the denial and work on it.
- ❖ Follow the update sheet provided by Team Leads or SME
- ❖ Achieving the Production Target
- ❖ Achieving the quality parameter
- ❖ Worked on AR Follow-ups.
- ❖ Specialist in dealing with different types of medical claims. Have a deep knowledge of ICD, CPT, HCPCS coding.

Educational Qualification:

- Pursuing BCA from **IGNOU**
- Passed 12th from **CBSE Board**
- Passed 10th from **CBSE Board**

Strength:-

- Ability to work in odd situations. I give my best and encourage others to do the same.
- Ability to work in Team.
- Hard working, honest & resilient even under pressure.
- Good Learning Attitude.
- Passionate about the work.

Achievements:-

- Provided SME support to group of new team member which in turn helped them to achieve high levels of quality and productivity.
- Worked on several issues of the client related to rejection, charges and payment.
- Client Reports/Case Summary/Rejection correction

Computer Proficiency:-

Well versed in Computer Basics, PPT & fundamentals of Internet & E-mailing.

Hobbies & Interest:-

Book Reading and listening to Music.

Personal Details:

NAME	:	Prabhat Singh
FATHERS NAME	:	Mr. Umesh Singh
DATE OF BIRTH	:	30/10/2000
MARITAL STATUS	:	Single
LANGUAGES KNOWN	:	English and Hindi

Date:

Place:

(Prabhat Singh)