

ATUL SAHU

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CAREER OBJECTIVE

“Seeking a suitable and rewarding career, with an esteemed Organization, this would offer good advancement potential, challenges and opportunities to zoom my carrier growth, contributing to the success of the Organization”

~PROFESSIONAL OVERVIEW~

EDUCATIONAL QUALIFICATION :

- Intermediate from R P Scollage, Jharia, Dhanbad. on 2006
- B.A from VINOBA BHAVE UNIVERSITY Hazaribag, Jharkhand 2009.

PERSONALITY TRAITS :-

- Use of computer systems, software.
- Effective communication abilities for phone contacts with insurance payers to resolve issues.
- Customer service skills for interacting with patients regarding medical claims and payments, including communicating with patients and family members of diverse ages and backgrounds.
- Able to work in a team environment.
- Problem-solving skills to research and resolve discrepancies, denials, appeals, collections.

- Knowledge of accounting and bookkeeping procedures.
- Knowledge of medical terminology likely to be encountered in medical claims.

TOTAL EXPERIENCE

Total Experience: 7.3 Years in Hospitals (Billing Department)

WORK EXPERIENCE:

- 1 year experience as a Front Office & OP Billing Executive PUSH PANJALI MEDICAL CENTRE. From Aug. 2011 to April 2012

Job Description: Handling Front Office & OPD Billing & TPA

- Obtain referrals and pre-authorizations as required for procedures.
- Check eligibility and benefit verification.
- Review patient bills for accuracy and completeness and obtain any missing information
- Prepare, review, and transmit claims using billing software, including electronic and paper claim processing.
- Knowledge of insurance guidelines, including HMO/PPO, Medicare, and state Medicaid
- Follow up on unpaid claims within standard billing cycle timeframe
- Check each insurance payment for accuracy and compliance with contract discount.
- Set up patient payment plans and work collection accounts
- Update billing software with rate changes.
- Updates cash spreadsheet, runs collection reports.

- 3 year experience GARG HOSPITAL from May 2012 to Dec. 2015 as a Front Office & OP Billing Executive (Govt. Panel – CGHS, ECHS, and Self “Cash”).

- 2 year experience as a Front Office & O P, IP Billing Executive.BANSAL HOSPITAL from Feb 2016. To Jan.2018
- Presently working in MALIK RADIX HOSPITAL as a TPA Executive from March 2021

Job Description:Areas of responsibility:

Assists patients with information and provides necessary services upon their arrival or departure from the hospital. Is responsible for Order Entry, Cash & Billing handling.

Main Job Tasks

- Provide general information on services offered by the hospital.
- Directs guests, patients, relatives and vendors to the appropriate departments or staff.
- Responsible for Order Entry, Cash & Billing handling.
- Controls cost and expenditure related to department stationery, telephone usage as well as minimizes wastage of electricity and water.

Is responsible for the console

- Handles all external & internal incoming calls across the hospital.
- Telephonic appointments for consultants are taken.
- Takes messages for staff & consultants.

Is responsible for Outpatients;

- Registers patients / customers,
- Screen patients and assign to the appropriate consultants
- Accompanies/directs patients to various departments/nursing stations.
- Moves charge sheets to various departments.

- Ensures that bills are paid and medicines are collected.

Is responsible for Inpatients;

- Admissions from OPD & ER / Emergency Admissions.
- Getting the consent form signed by the inpatient relatives.
- Explaining about visiting hours, passes, admission kit, valuables, tariff sheets, phone activation, caf, nurse stations, folders, wrist band, room familiarization, provides important phone numbers etc.
- Provides information on top up deposits to customers and follows up and ensures that deposits are collected.
- Visits patient rooms on a daily basis.

PERSONAL DOSSIER

Father's Name : Mr. G. P Sahu
Date of Birth : 06th Oct.1988
Languages Known : Hindi and English
Address : 79 Anarkali Garden Krishna Nagar DELHI-51
Marital Status : Married
Nationality : Indian

~DECLARATION STATEMENT ~

I hereby declare that the above information is accurate & correct as per my knowledge & concern. For any incorrect or illegal information I will be responsible & answerable.