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| **Mobile067-phone.png: +971 558036440**  **Whatsapp**  **: + 91 8760093708**  **Mail391-mail4.png:**[**mathurev@gmail.com**](mailto:mathurev@gmail.com) Personal Data: **Date of Birth :** 28/05/1992  **Sex :** Female  **Nationality :** Indian  **Marital Status:** Married  **Languages Known:** English, Tamil. PASSPORT and VISA Details: **Passport#:** Z4717165  **Visa status:** UAEVisitVisa  **Visa** **Valid :** 8/11/2020  **Education:**  **Msc IT-Madras** University 2017-2018  **BCA-**Thiruvalluvar University 2009-2011  Software Knowledge:   * **DOMAIN**: .Net, SQL, C, C++, DBMS, JAVA, VB. * **Application Tools** : Visual Studio, Adobe Photoshop CS. * MS word, MS Excel, Power point. | Objective :  Achieve a challenging position in my carrier and spend my knowledge for the development of organization and also develop my own skills.  Work Experience:  **Place**: **Ideal Diagnostic Centre, Dubai, UAE**  **Experience**: **2 months Training in Medical Insurance Coordinator**   * Coordinating between insurance companies regarding eligibility, payments, approvals, and other requirements. * Checking the patient eligibility via insurance portal or eClaim Link. * Need to get pre-approvals from insurers for each Procedure. * Each claim should be submitted through eClaim Link. * Scheduled and confirmed patient's diagnostics appointments, surgeries, and medical consultations. * Compiled and recorded medical charts, reports, and correspondence, using a personal computer. * In-charge in obtaining OP and IP approval request along medical reports with CPT and ICD 9 or 10 codes to insurance companies through email, online entry. * Access to Health Insurance Invoice Process Invoicing Guidelines. * Submitting claims and resubmitting rejected claims through DHPO eClaim Link. * Finally to process and get the remittance from Insurance company.   **Company** : **Global Healthcare Billing Partners, Vellore, Tamilnadu-India.**  **Position** : **Executive in Payment Posting**  I am having **6 years of experience** in working with Medical Billing Process in Global Healthcare Billing Partners at Vellore.  I mainly involved / contributed in the following role in Global Healthcare Billing Partners -   * Learned new processes and system quickly with no prior billing or insurance experience. * Received much praise and recognition internally for efficiency and productivity. |

**Mail Id: mathurev@gmail.com**

**Insurance Verification and Demographics:**

* Received Patient and Insurance (Federal and Non-Federal) details in ADT Portal and Verified the patient eligibility via online like Ahcccs, Gateway, Availity etc.
* Collect and entering the claim information.
* Entered/updated demographics as per Portal into appropriate software new/established patient accounts.
* May periodically create Insurance or patient aging reports using the Medical Practice Billing software. These reports are used to identify unpaid insurance claims or patient accounts.
* Follows HIPAA guidelines in handling patient Information.
* Submit Insurance claims to clearinghouse or individual insurance companies electronically or via paper CMS-1500 Form.

**Payment Posting and AR Analyst:**

* Post Patient and Insurance payments using Medical Claim Billing Software.
* Payment Received either in EOB (Explanation of Benefits) or ERA (Electronic Remittance Advice) and posted within Time Filling Limit (TFL).
* Before posting the payment fully analyzed the EOB’s DOS, CPT, Units, Patient Details and Insurance Details.
* Answer patient questions on patient responsibility portions like Deductible, Coinsurance and Copay, Write-Off etc...
* For Patient coverage by more than one insurer, it prepares and submits Secondary Insurance upon processing by primary Insurer.
* Primary Insurance process the payment with Allowed and Adjustment.
* In Senior or Advantages Insurance take a 2% of Sequestration.
* Submit claims and following up with Insurance carriers on Unpaid or rejected claims.
* Receives denials and reasons for non-payment that pertain to patient accounts and applies them accordingly.
* Obtains denial or non-payment detail if none was provided.
* Review and interpret Explanation of Benefits (EOB) from insurance carriers to post appropriate payment and denial codes.
* Enter alphabetic, numeric or symbolic data such as denial codes into system, following the format displayed on screen.
* Researched and resolved denials and rejections in a timely manner.
* Reviewed billing edits and verified patient information with insurance companies.
* Processed worker’s compensation claims
* Verified patient information as necessary.

**Company: Viber Soft Tech Solutions,Ranipet,Tamilnadu-India**

**Experience: 1 Year in ASP.Net Programmer Developer.**

* Assist in streamlining processes
* As the .NET Developer, I handled the design and coding of the websites.
* Work with third party vendor to resolve issues in a timely manner.
* Work with business community to identify, research and resolve issues.
* Create test scenarios and test scripts for current projects.
* Assist other developers in coding and debugging issues.
* Develop and execute user stories adhering to the acceptance criteria as written and committed.
* ideas, issues, status, and outcomes with the team and managers
* Participate to the entire development cycle (analysis, design, estimation, development, testing and deployment) Communicate

Responsibilities

* Creating website layout/user interfaces by using standard HTML/CSS practices.
* Integrating data from various back-end services and databases.
* Gather and refine specifications and requirements based on technical needs
* Create and maintain software documentation
* Adequate knowledge of relational database systems, Object Oriented Programming and web application development.
* Identifying problems uncovered by customer feedback and testing and correcting or referring problems to appropriate personnel for correction
* Solid Knowledge and experience in programming applications.
* Proficient in Javascript, HTML and CSS

Areas of Expertise:

* Ability to meet deadlines
* Computer Skills
* Problem solving skills
* Work under pressure
* Team management

Project Details:

* I done project in Master Degree for **Complaint Forum** Using NodeJS and MongoDB with Interactive design and development.
* In Bachelor of Computer Application, I done one project for **College Site** using .net

Declaration:

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Place**: Dubai – UAE. Yours Sincerely,

(S.Mathumitha)