



# MOHAMMED BASITH

## Personal Profile

4 years of experience as a Process Specialist which includes production support, claims payment handling, Federal Medicare claims, Medigap, Team Leadership and Inventory Management.

## Personal Details

### Mobile:

+971 0507593638

### Email:

basmohammed2211@gmail.com

### Visa status

Visit visa valid until 15-11-2024

### Date Of Birth:

11-02-1999

### Address:

724/A, TSR Nagar,  
Thiruvottiyur - Chennai - 600019

### Marital status

Single

### Language spoken

- English
- Tamil

## Work Experience

### Process Specialist - Project (Highmark Health)

#### Thryve Digital Health care LLP - India | May 2022 - 2024

- Working in Insurance claim payments clearance department.
- Analyzing the claims and clearing the systematic errors and denials.
- Following the protocols and make right decision of claim payments.
- Handling the major escalation and client queries.
- Assessed, approved and denied medical claims in a timely and accurate manner.
- Investigating and verifying coverage, eligibility, supporting documents, authorization and benefits for each claim.
- Utilizing medical knowledge and resources to make sound decisions when adjudicating claims.
- Supporting the team members and providing the resolution in the process.
- Providing an Innovation Idea for process automation to the management.
- Supporting with QC/QA team to find out the errors.
- Assisting with team members and giving process tips to improve the team performance.
- Conducting error discussion call with team members to avoid errors and improving the client credibility.
- Review and report project up dates to senior management and stakeholders

### Enrollment Processor

#### Horizon Blue Cross Blue Shield of New jersey (Accenture) - India | September 2020 - 2021

- Coordinates with new Members Checking valid Proofs and Documentations.
- Enrolling member by following the Enrollment Time period SEP (Special Enrollment Period) and OEP (Open Enrollment Period).
- Intimating the Member If we need any Documentations.
- Updating Member in our system using SSN (Social Security Number).
- Checking all A- Z Information about Member In our System Software MEMS.
- Maintaining all Sensitive Member Documentations and SSN's In our System.
- Clearing Client mails Issues and Queries.
- Monitoring the Errors and Issues on daily basis.
- Auditing the Completed Files and Delivery to Clients through our Secured Outlook.
- Completing the all Assigned Tasks at the Right time.
- Completing Process Assessments on every Week.
- Working on Multiple Screens and Software's as well as Client Web Portals.

## Medical Claim Processor

**Anthem Blue Cross Blue Shield of New York/California (Accenture) - India | November 2019 - 2020**

- Processing all medical Current Procedural Terminology (CPT) Codes.
  - Working with Medicare and Medicaid Insurance.
  - Updating Patient Information and CPT codes in Our System Software WGS(Well-point Group System)
  - Following the HIPPA Privacy Rule (Health Insurance Portability and Accountability Act).
  - Clearing All Clients Needs and Doubts.
  - Coordinates with Providers Checking Medical Records and Processing the Claims.
  - Maintaining all Patients Sensitive Medical Records Under PHI (Protected health information) HIPPA Act.
  - Monitoring the Claim Errors and Issues on daily basis.
  - Auditing the Completed Files and Delivery to Clients through our Secured Outlook.
  - Working on Multiple Screens and Software's as well as Client Web Portals.
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## Academic History

**Mohammed Sathak Collage Of Arts and Science ( University Of Madras)**

**Bachelor of Business Administration (2016-2019)**

### Academic Awards

**Best Student Of The Year (16th March 2019)**

**National Service Scheme volunteer award (2019)**

**Alagappa University**

**MBA - Logistics and Supply Chain Management (2023)**

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## Skills

- Excellent Working Knowledge of MS office and **Mainframe**.
  - Claims Auditing
  - Good team player
  - Business Management
  - Organization Skill
  - Account management
  - Efficient Speed Typing,
  - Good time management
  - Ability to work independently as well as part of a team,
  - Ability to work in versatile timing,
  - Leadership Quality,
  - Have good time management and communication skills,
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## Declaration

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.