

• Contact

 Al Rashidiya, Dubai
United Arab Emirates

 052-128-0720

 varalakshmibalasubramaniann@gmail.com

• Skills

Team leadership skills

Outbound calls

Problem-Solving

Multitasking Abilities

Insurance coverage
verification

Understanding of medical
terms

Teamwork and Collaboration

Decision-Making

Flexible and Adaptable

• Software

PMS like eCW, Kareo and
Advanced MD

●●●●●
Excellent

MS office

●●●●●
Excellent

C

●●●●●
Very Good

• Languages

English

●●●●●
Excellent

Tamil



Varalakshmi Balasubramanian

Medical Billing Specialist

Energetic and experienced Medical biller and Team Lead with over 3 years of experience in managing medical insurance claims for US clients. I am dedicated, accountable and can work well with a wide range of personalities by way of excellent communication and interpersonal skills. Willingness to take on added responsibilities to meet team goals. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

• Work History

2020-12 -
2022-01

**M.S Solutions, Medical Billing &
Credentialing Service Company,
Tamilnadu, India.**
Headquarters: Atlanta, GA, USA.

Junior Team Lead

- Facilitated training for 30 team members through daily coaching and regular performance appraisals
- Initiated timely response to emails and voicemails from clients
- Assisted with new hire processing and existing training programs
- Monitoring volume of charges and handling missing charges reminders
- Sending weekly reminders on incomplete progress notes
- Maintained confidentiality of company information

2020-06 -
2020-11

AR Analyst

- Analyzed aging reports to identify trends and patterns causing missed collections
- Follow up on unpaid claims to reduce AR below \$20K for each provider
- Identifying claim status through various payer portals
- Contacting insurance carriers for claim reprocessing



Excellent

2019-09 -
2020-11

Credentialing Specialist

- Enrolled providers and Medicaid, Medicare and private insurance plans
- EFT enrollment for all payers
- Creating and maintaining login credentials for payer portals
- Calling payers to get provider credentialing status

2019-04 -
2020-06

Denial and appeal Specialist

- Maintained knowledge of insurance coverage benefit levels, eligibility systems and verification processes
- Identified root cause of denials to provide plans for denial resolution
- Resubmitted claims after editing or denial to achieve financial targets and reduce outstanding debt
- Created, composed and maintained appeal response templates
- Calling Insurance carriers to get appeal status and denial queries

2018-09 -
2019-04

Charges Entry Specialist

- Prepared and generated claims by completing data entry of correct information in more than five PMS
- Verified insurance eligibility and information to update database
- Analyzed handwritten diagnosis and procedure to find appropriate ICD 10 and CPT codes

2017-01 -
2018-01

Kamak Matric Higher Secondary School, Tamilnadu, India

Teaching Faculty Member

Kamak Matric Higher Secondary School, Tamilnadu, India

- Supervised learning groups of students in classroom stations
- Completed daily reports on attendance and disciplinary performance
- Collaborated with faculty to develop after-school tutoring program for struggling students
- Conducting meetings with parents to discuss students progress

- **Education**

2012-10 -
2016-04

**Bachelor Of Engineering: Electronics and
Communication Engineering**

University VOC College of Engineering
Tamilnadu, India
GPA: 7.69

**Higher Secondary School Leaving
Certificate**

Victoria Girls Higher Secondary School
Tamilnadu, India
Percentage: 94

Secondary School Leaving Certificate

Victoria Girls Higher Secondary School
Tamilnadu, India
Percentage: 95.8