

Total 14 years' EXPERIENCE in health sectors, 9 Years' EXPERIENCE in UAE



Curriculum Vitae

Present Address:

Anumukonda Ramakrishna

Al Nahda,
Sharjah,

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CARRER OBJECTIVES:

To pursue a highly challenging and Creative Career, Where I can apply my existing knowledge and Creativity, acquire new skills, and contribute effectively to the Organization and also to secure a good position in this ever expanding field by virtue of his sincerity and dedication.

ABOUT MY SELF:

1. Smart working and persevering
2. Work effectively in a team
3. Hard work and enormous memory

Work Experience:

Company: GLOBAL HAWK IMAGING & DIAGNOSTICS, Dubai, U.A.E

<http://www.globalhawkdiagnostics.com/Default.aspx>

Designation: Insurance Reconciliation Manager

Duration: Apr/2019 to Aug/2021.

JOB PROFIL:-

Working in Insurance Claims department as a Recon manager

Insurance outstanding payment follow-up, send mails to insurances for not remitted claims, and closure letter for previous year's follow-up.

Insurance Officer: As per the DHA all Insurance Credit claims verification, Submission & Re-Submitting Rejected claims

Company : LLH Hospital, Abu Dhabi, U.A.E. www.llhhospital.com

Designation : Internal Auditor



Duration : Nov 2011 – May 2018.

Job Profile:

Working in Insurance department as Internal Auditor (As per the HAAD all Insurance Credit PBM non PBM bills verification & Re-Submitting Rejected claims)

- Maintain up-to-date billing and invoicing system.
- Thorough investigation of all rejected claims.
- Re-submission & investigation of rejected claims.
- Re-checking with Greenrain data to PBM, Openjet (Daman, Nas, Alkhazna, Sacio) **Pulse (Nextcare)** & FMC data.
- FMC Claims Submission
- Entering e-claims of IP, OP & Pharmacy (more than 23 insurance companies).
- Reclaims upload into HAAD PO after verification
- Checking ICD-9, CPT, ENM, and HCPCS-Codes in claim forms and entering in e-claim software (E-Claim Express, Greenrain) according to the HAAD rules and regulations.
- Preparing, sending and updating status of pending approvals for in-patient and out-patient procedures.
- Receiving and disseminating updates from insurance companies either by fax or by email.
- Check monthly claim forms for all requirements needed before submitting to insurance companies. (E.g. stamp and sign of doctor, signature of patient, lab and radiology reports.
- Directing the implementation of an effective, consistent service structure and overseeing administration of policies and procedures to augment day-to-day operations.
- Entering the discount profile for each insurance companies of each patient in the system.
- Handling customer queries and grievances regarding their insurance policies and other complaints.

- Detail oriented and resourceful in the completion of tasks with ability to multi-task effective
- Coordination with Coding Department & Auditing Department regarding the medical rejection.

2011 – 2012

ACCOUNTANT: Single and Multi user as an accountant, medical bills and Insurance IP bills , revenue control auditor, accounts receivable, accounts payable, general stock ledger, Pharmacy stocks verification and bills verifications in Lifeline Hospital, Abu Dhabi, UAE.



www.yashodahospitals.com

YASHODA SUPER SPECIALITY HOSPITAL - HYDERABAD.

EXPOSURE OF EXPERIENCE AND JOB PROFILE DETAILS:

As Audit Officer Experience: 2010 –2011

Worked in **YASHODA Hospitals**, Hyderabad, and Andhra Pradesh, India.

As Internal Auditor Experience: Sep – 2006 to Nov – 2011

Job Profile : Verification of all operational transactions, getting data from Organization M.I.S system and preparing Revenue and Expenditure comparison reports And other operational reports on monthly basis

- ✓ Marketing Department (Person wise and Area wise trend & Revenue)
- ✓ Corporate wise Department wise Trends
- ✓ Organizational Operational wise Procedure wise trends
- ✓ Product analysis and other Operational wise trends in **excel sheets**

As an Internal Audit team member, verification made on internal controlling policies and practices of organization and recommendations made for better controls in needful area

- LAB & Blood Bank Audit
- Diagnostic - Departments Sales
- Cash and Bank Payments of Organization
- OT Implants, Instruments, Consumables & Medicine Stock Audit
- Pharmacy Stock Audit (IP & OP)

Areas covered: All **M I S, Sage Accpac ERP** Information Data Sources - (System and Manual)

1. OP & IP Pharmacy Sales
2. Diagnostics Departments
3. Lab & Blood Bank,
4. Supplier Payments, Transfers,
5. Doctors Payments,
6. Inter Department
7. Incentive Payments & Reimbursements

| S.no | Details of Work done | Completed Number of Months | Worked As Position (Internal Auditor, Audit Officer & As. Manager) | Reporting To |
|------|---|----------------------------|--|--------------|
| 1. | OT Consumable forms verification | 36 | Internal Auditor | Manager |
| 2. | Credit case sheets verification | 24 | Internal Auditor | Manager |
| 3. | X-ray dept verification | 40 | Internal Auditor | Manager |
| 4. | Diagnostic departments verification Ex:ECE,TME,2DECHO,ULTR OSOUND,PFT,EEG, | 24 | Internal Auditor | Manager |
| 5. | Credit Authorization letters verification (pre and post) | 24 | Internal Auditor | Manager |
| 6. | Dialysis department verification | 60 | Internal Auditor | Manager |
| 7. | Endoscopy dept verified | 60 | Internal Auditor | Manager |
| 8. | OT Pharmacy stocks verification | 51 | Audit officer | Manager |
| 9. | Cash case sheets(patient file) verified, | 11 | Audit officer | Manager |
| 10. | HDFC Bank statement verification | 12 | Audit officer | Manager |
| 11. | Hospital Accounts verification | 12 | Audit officer | Manager |
| 12. | Cath lab Verification | 20 | Audit officer | Manager |
| 13. | Ward equipments verification | 1 | Audit officer | Manager |
| 14. | Manual Patient indents verification | 2 | Audit officer | Manager |
| 15. | All statements submissions monthly wise above work | 2 | Ast. Manager | Manager |

EDUCATION:

1. MBA (Masters of Business Administration) in HR & Marketing with an aggregate of 65.7% from Osmania University.
2. Graduation in B.Sc (Computer science) with an aggregate of 60% from Acharya Nagarjuna University.
3. Intermediate in M.P.C group with an aggregate of 55.9% from Board of Intermediate.
4. S.S.C with an aggregate of 53.6% from Board of Secondary Education.

ADDITIONAL QUALIFICATION:

1. Completed PGDCA Course from the Geri group of Institutions.

SKILLS:

- Good in preparation of 'Analysis Reports' in 'Excel Work Sheets' - Pivot Tables, using 'Logical Formulas, Look – up Functions, Analytical Functions and other Formulas'.
- Proficiency in understanding organization's requirements and mapping business Processes by quality audit.
- A team player with good communication, leadership, analytical, organizational and relationship management skills.
- Having good knowledge in MS-Office, Networking and Internet.
- Photoshop making karishma albums (all studio work)

Personal Skills:

1. Power lifting (Third Place in A.N. University)
2. First place in Krishna district

PERSONAL INFORMATION:

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|----------------|--|
| Name | : A. Ramakrishna |
| Father Name | : A.Subba Rao. |
| Date of Birth | : 26/06/1983 |
| Passport | : J 1227284. |
| Marital Status | : Married |
| Nationality | : Indian |
| Language | : English, Telugu and Basic Malayalam & Hindi, |
| Hobbies | : Playing Chess, watching movies |

I hereby affirm that the above information is true in letter and spirit.

Ramakrishna. A