

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



Curriculum Vitae

Present Address:

Anumukonda Ramakrishna

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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, 5. Doctors Payments, 6. Inter Department
 Transfers, 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 form 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:

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