



AKALYA R

My Contact

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K.K. Road,
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Hard Skill

- C Programming
- RCM - Medical Software
- Typewriting - English Lower

Soft Skill

- Self - Motivated
- Adoptable
- Communication
- Multi-tasking

Education Background

- SIGA College of Management and Computer Science, Villupuram
Bachelor of Computer Application
Completed in 2010 - 75%
- Kongu Vellalar Matric Higher Secondary School, Karur
Higher Secondary Certificate
Completed in 2007 - 77%
- Kongu Vellalar Matric Higher Secondary School, Karur
Secondary School Leaving Certificate
Completed in 2005 - 73%

About Me

To utilize my prior experience in medical billing software (RCM) data entry, ensuring precision and efficiency in handling healthcare data. As I re-enter an academic environment, I seek to enhance my skills, adapt to evolving industry standards, and contribute effectively to data management and administrative processes.

Professional Experience

AnnexMed Private Limited

Experience: 2 Years

Key responsibilities:

- Reviewing and verifying submitted claims and documents.
- Ensuring compliance with policy terms and regulatory guidelines.
- Coordinating with customers, agents, and departments for claim resolution.
- Approving, rejecting, and processing claim payments accurately.
- Identifying fraudulent claims and escalating for investigation.
- Maintaining records and preparing reports for management.
- Ensuring confidentiality and security of claimant information.
- Liaising with customers, insurance agents, and stakeholders.
- Providing claim status updates and guiding customers.
- Coordinating with different departments for approvals and clarifications.
- Approving or rejecting claims based on assessment criteria.
- Calculating claim amounts and ensuring correct disbursement.
- Processing payments and maintaining records.
- Ensuring compliance with regulatory guidelines.
- Identifying fraudulent claims and escalating for investigation.
- Preparing reports and summaries for management review.
- Identifying inefficiencies and suggesting process improvements.
- Staying updated with industry regulations and company policies.

Awards & Achievements

- *First Runner-Up, Certificate of Appreciation - AnnexMed (July 2018)*

Recognized for outstanding performance and contribution to the project.