

ASHOK RAJENDRAN

Financial Transaction Executive

CONTACT

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Complex, Navallur.
Chennai - 600130

CAREER OBJECTIVE

Dedicated professional with 2 years of experience in medical billing and data management, aiming to contribute to an organization with efficient and accurate work. Skilled in payment processing, client coordination, and meeting deadlines. Committed to delivering quality results and supporting team success.

EDUCATION

Bachelor of Computer
application

2018 - 2021

JJ College of Arts and
science, @ Pudukkottai.

HSC

2017 - 2018

Govt. Model Hr sec school.
@ Pudukkottai.

BILLING SOFTWARE

MD SUITE
LYTEC

EXPERIENCE

Financial Transaction Executive

2022 - 2024

- Post payment from check batches received from the Finance Department into the practice management system
- Understand EOB's (explanation of benefits) and adjustments
- Post all payments from patients and various insurance companies within a set turnaround time
- Meet monthly closing deadlines as set by the company
- Balance all posted batches by generating a batch summary report and reviewing for variances
- Payments and adjustments are accurately recorded in the patient accounting system daily
- Apply insurance payments according to specific dates and procedures according to the EOB
- Payments and adjustments are accurately recorded in the patient accounting system daily

LANGUAGES KNOWN

English : Read, Write
Tamil : Read, Write, Speak

WORK EXPERIENCE

Novigo Integrated Services:

Chennai, Ekkatuthangal
Payment poster, Since Dec – 2022 to still...