

MANOJ KUMAR. K

4/5a Extension st, Pallapalayam post,
Bharathipuram, Coimbatore-103.

Phone : +91 8124212340

E-mail ID : manojkumar.bcomca@gmail.com

Professional Summary

- Having 7+ years of experience in Healthcare Process.
- Handled Buddy Programming for new hires (3 Badges).
- Handled Performance & Quality report for new hires.
- I had been awarded in R&R for my Best Performer in the year of 2018.
- I had been awarded as Star Performer for my Performance in the year of 2019.
- Responsible for conducting weekly fun activity program.

Career Experience

Access Healthcare Service Private Limited. (Mar 2016 to till date).

Project: Athena Clinical

Client: Athena Healthcare, USA

Responsibilities

- Working as a “Senior Client Partner in Quality Analytics” and maintaining team quality.
- Performed routine quality inspection and sending quality feedback through mail.
- Review patient medical records to ensure accuracy of physician documentation whether it has been satisfied the client’s terms and conditions.
- Carried out comprehensive care focused on patients’ needs and meeting care goals.
- Worked in special project “CSS – Client Support Services”.
- Role played as floor walker to support the team for quality.
- Team handling for quality (20 members).
- Reviewing and providing manual feedback for their errors in process.
- Conducts weekly refresher for the team.

PROCESS DESCRIPTION:

As the team working for Clinical Project Athena, which is a US based EMR Coordinator process, we've been providing services to that provider for more than a decade. US providers were providing patient medical histories over the internet, and we converted the paper records into electronic records.

Dell Business Process Solution India Pvt Ltd. (Sep 2014 to Mar 2016).

Client: Athena Healthcare, USA

Project: Athena Clinicals.

Responsibilities

- Worked as Senior Data entry representative.
- Supporting client by clearing errors and maintaining quality.
- Role played as SPOC for team performance and maintaining individual's production report.

Academic profile

- Completed B.com (CA) in Karpagam University with 73% in 2014.
- Completed HSC in C.R.R Matric Higher Secondary School with 74.4% in 2011.
- Completed SSLC in Govt. Boys Higher Secondary School with 75% in 2009.

Additional skill

- Type Writing lower and higher (English)

Personal details

Father name	: Kanagaraj. K.
Date of birth	: 28-03-1994
Marital status	: Unmarried
Nationality	: Indian
Language	: Tamil & English

Declaration

I am here by submitting my detailed curriculum vitae outlining my educational and other competence. I also assure you that the information furnished above are true to the best of my knowledge. I shall be much obliged if my application is given the consideration.

Place : Coimbatore
Date :

Signature

(Manoj Kumar K)