

MANOJ KUMAR. K

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Professional Summary

- Having 6+ years of experience in Healthcare Process.
- Handled Buddy Programming for new hires (3 Badges).
- Handled Performance & Quality report for new hires.
- I had been award as R&R for my Best Performer in the year of 2018.
- I had been award 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.
- Carried out comprehensive care focused on patients needs and meeting care goals
- Reviewing and providing manual feedback for their errors in process.
- Conducts weekly refresher for the team.

Project: Athena Medical Billing

Client: Athena Healthcare, USA

Responsibilities

- Working as Senior Client Partner.
- Ensure accurate entry of work into designated billing systems
- Successfully works as a team member
- Identifies procedures and principal diagnosis performed on each patient and properly codes each procedure

- Inputs charges, payments and adjustments to computerized system or posting to manual records
- Communicate effectively written and verbally
- Prepare and Bill physicians' hospital billing
- Related to managing Charge Entry, Demo & Case creating, Super bills and insurance rejections handling.

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.a
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)