

Kumar Ravi

2C1-Kamarahar Cross Steet,
Shenbakkam,
Vellore-632008,
Tamil Nadu.



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ABOUT ME



Medical Billing Designation Charge (Jun 21 2016 to May 18 2018)

Skilled and experienced Charge Entry Experience has excellent data entry skills and extensive knowledge of appropriate medical codes. Is very proficient at meeting weekly accounts receivable goals and in conducting patient ticket reconciliations. Creating the weekly and monthly report and creating a template for internal process.

Cognizant Technology Solution India Private Ltd (July 13 2018 to Current date)



I am working in creating a MS Access and Excel automation with help of both formulas and VBA. Creating Dashboard, Data Analysis, assisting with training and onboarding processes, Report Automation for weekly and monthly report, Creating a database and etc.

EDUCATION



DIPLOMA

Gedee Technical Training Institute
Coimbatore- 641 081,
Tamil Nadu

Graduated, July 2013
Marks - 62%
NCVT - 79%

10th

Konavattam Higher Secondary
School Konavattam
Vellore – 632008

10 Jun 2009
10 Marks 44%

QUALIFICATIONS

AFFILIATIONS

- Diploma and NCVT
- 10th

SKILLS



- Master Diploma in Information Technology

WORK EXPERIENCE



- **Global Healthcare Billing Partners Pvt. Ltd**
- Designation – **Junior Executive**
- **Jun 21 2016 to May 18 2018**
- **Cognizant Technology Solution India Private Ltd**
- Designation - **Senior Process Executive – Data (MIS-Executive)**
- **July 13 2018 to Current date**

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COMPUTER RESPONSIBILITIES



- Handling Software **SequelMed, Practice Max and Fazzi Charge Entry**
- To verify the Patient information details and Insurance Verification
- Client mail Response
- Follow up create and follow up response
- To maintain the Efficiency and Accuracy
- Invoice Process and Batch Tally
- Excel, Excel VBA,
- MA Access

Professional Experience



- Prepared monthly performance status reports
- Prepared production report
- Prepared quality report
- Prepared production dashboard
- Prepared output validation template
- Prepared attendance dashboard
- Prepared hourly production report

LANGUAGES



- Tamil
- English

PERSONAL INTERESTS



- Music
- Cricket
- System repair

PERSONAL DETAILS



Gender: Male
 Marital Status: Single
 Birthday: July 17,1992
 Nationality: Indian

Declaration

I, **Kumar Ravi**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Kumar Ravi

Vellore, Tamil Nadu
 July,2022