



Manan Saluja

Billing Analyst

My Contact



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GitHub

github.com/Manan1314

Education

- TOPS TECHNOLOGIES, Ahmedabad
Data Analytics
Pursuing
- St. Xavier's College, Ahmedabad
Master of science (Physics)
Completed in 2022
- Swarnim Startup & Innovation University, Gandhinagar
Bachelor of science (Physics)
Completed in 2020

Skill

- Team Coordination
- Client Relations
- Leadership
- Critical Thinking
- Time Management

Awards

June 2022 | Mangalam Infotech.
Received a **GOLD MEDAL and CERTIFICATE OF APPRECIATION** or R&R for Outstanding Engagement Award.

Jan 2020 | S.S.I.U., Gandhinagar
Secured **FIRST position** in the One-day SCIENCE FEST 2020

About Me

Billing Analyst with 4 years of experience in Revenue Cycle Management (RCM). Skilled in team coordination, client relations, and medical billing with a strong focus on critical thinking and time management. Seeking leadership opportunities to drive results and contribute to organizational growth through a positive and motivated approach.

Work Experience

EMP Claims, Ahmedabad | Billing Analyst

Dec 2023 – Present

Manage the revenue cycle process, ensuring timely and accurate billing. Prepare and submit medical claims in compliance with ICD-10 standards. Serve as the main point of contact for client inquiries and issues. Analyze billing data to identify trends and process improvement opportunities. Collaborate with cross-functional teams to enhance billing processes. Mentor junior staff on billing procedures and best practices.

CrystalVox Global LLP, Ahmedabad | Process Associate

Sep 2023 – Dec 2023

Managed billing, payment posting, and eligibility verifications while analyzing complex Explanation of Benefits (EOB) forms for accuracy. I regularly posted payments and handled collections, ensuring timely processing. Additionally, I conducted audits and corrected billing documents to maintain compliance. I supported team members by resolving queries and performed other assigned duties to enhance departmental efficiency.

Cossouq, Ahmedabad | Operation & Supply Chain Executive

July 2023 – Aug 2023

Oversee end-to-end supply chain operations, ensuring efficiency and timely fulfillment. Negotiate contracts and manage supplier relationships to optimize quality and cost. Coordinate logistics for cost-effective and timely delivery of goods. Collaborate effectively with cross-functional teams.

Mangalam Infotech., Ahmedabad | Epic Executive

Dec 2020 – July 2023

I led the successful implementation of the "Depo Officer" project, streamlining patient information from subpoenas and authorizations to enhance team collaboration. I managed records and quality assurance processes while compiling client packages. Additionally, I ensured timely billing and eligibility verification within Revenue Cycle Management (RCM). My proactive approach and leadership skills optimized financial outcomes and contributed to overall operational efficiency.

Software

- All Script
- eCW
- Kareo
- Epic
- Officeally
- Chirotouch
- Microsoft office suite