

Resume

Manish singh

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Career Objective

I wish to make my career in a growing and professional organization, which gives me enough scope to learn and value to the organization.

Educational Qualifications

| Name of the Exam Passed | Name of the Examination Authority | % Marks Obtained | Year of Passing |
|--------------------------------|--|-------------------------|------------------------|
| B.e (mechanical) | Vivekanand technical university | 62% | 2015 |
| Class XII | C.G.B.S.E. Board (C.G) | 63% | 2010 |
| Class X | C.G.B.S.E Board (C.G) | 58% | 2008 |

Additional Qualifications

- **Diploma in computer application from NAC - MIT**

Computer Proficiency

- Operating System: - Windows98/ME/2000/XP & DOS.
- MS Office,MS Excel, PowerPoint

Hobbies

- Sports and gymnastic.
- Listening to Music
- Interacting with New People
- Participating in Social Work

Strengths

- An Effective communicator with good written & verbal Communication skill.
- Build an effective billing process improvement and error resolution process.
- Monitor and guide the medical insurance payment denial and appeal process.
- Identify and billing secondary or tertiary insurances.
- Updating billing software with rate changes.
- Raise bills to the customers and enter them on the system.
- Coordination between doctors/patients and departments.
- Updating cash spreadsheets, and running collection reports.

Achievement:-

- Vocational training in wagon repair shop(W.R.S) Raipur in 2014.
- Vocation Training in simplex casting in 2013.
- Corona warrior certificate doing billing for positive patient in 2020 - 21.
- Certificate of humanitarian award for dedication ,support and hardworking.

Work Experience

Company Name- Shri shankaracharya institute of medical sciences(SSIMS).
Designation- Executive in billing department
Duration- October 2017 To February 2020
Location Junwani road,bhilai

Roles and Responsibility

- Strategy and planning for the new patient in flow.
- Cost counselling the patient on treatment advised by doctors.
- Advise patients about the services they may need through structured discussions ensure.
- Coordination with the doctors for the rates updation of the bills of patients.
- Supervision and coordination of billings.
- Evaluate the hospital bill and break it down to various heads like charges of dr & surgery.
- Counseling the patient regarding the payment before the admission for the major surgeries/package .
- Providing the provisional bill for clearing the outstanding payment.
- Maintaining the discount bill and refund bill of the patient In register.
- Coordination with all the department nursing,pharmacy,blood bank for billing clarification.

Company Name- B.M SHAH HOSPITAL
Designation- EXECUTIVE IN BILLING DEPARTMENT
Duration- FEB 2020 To TILL
Location shashtri nagar bhilai Chhattisgarh

Roles and Responsibility

- Ipd and opd billing .
- Query solve for the patient related to bills and all other major surgery payment
- Filling all the provision bills after the signature of the patient/patient attender before admission .
- Attending the patient enquiries and clarifying the same at the time of discharge.
- Handling Tpa Department for 2 months for the absence of the staff.
- Pleasing personality and good attitude to meet and respond to people queries.
- Working knowledge of Microsoft excel and other office
- Ready to work on other administration related function also

Other Information

- **Date of Birth** - **08/09/1992**
- **Fathers Name** - **Mr. Rama Shankar**
- **Permanent Address** - **h.no-924 street-9 ward-14 shanti nagar besides ganesh saraswati mandir Bhilai (C.G)**
- **Marital Status** - **-Single**
- **Nationality** - **Indian**
- **Language Proficiency-** **English and Hindi (Can Speak & Write)**

DECLARATION

I hereby declare that the above information is true and complete to the best of my knowledge and belief.

Date : / /

Place: Durg ,Bhilai, CG..

(MANISH SINGH)