|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nishi singh**  Account Receivable Analyst  **SUMMARY**   |  | | --- | | Individual with more than a year of experience in Healthcare Industry, which includes the knowledge of procedure from different accounts’ billing to their final processed & non-processed collections. Focused individual with an urge to learn and implement new aspects/ideas for achieving higher goals. |   **Work EXPERIENCE**   |  | | --- | | **AR Analyst for RCM, VTalentGlobal From September 2020.** | | Vadodara, Gujarat — Sept, 2020- till date | | **Responsibilities/Achievements**: | | * Initiate telephonic communication to different insurance companies requesting for status of assigned customer accounts’ claims, outstanding balances and refunds for taking further required actions. * Assist customers with all their inquiries regarding concerning billing, revenue, services, cancellations, etc. * Manage customer accounts for ensuring correct billing, A/R reports and revenues with the help of different software programs like eCW, Athena and MD care. * Processing of accounts for adjustment and write-off with approvals. * Analyze customers’ contracts for ensuring accurate billing. * Research errors for identifying root causes and implement solutions for minimizing the errors and preventing the denials. |   **EDUCATION**  **Masters of Science in Applied Mathematics**  Maharaja Shivaji Rao University of Vadodara, Gujarat (2018) – 46.74%  **Bachelor of Science in Mathematics**  Maharaja Shivaji Rao University of Vadodara, Gujarat (2016) – 60%  **Higher Secondary (XII)**  Kendriya Vidhyala, EME School, Vadodara (CBSE) – (2013) – 56.20%  **High School (X)**  Kendriya Vidhyala, EME School, Vadodara (CBSE) – (2011) – 70.30% | |  |  |  | | --- | --- | --- | | **Personal Details** | | | | D.O.B – 27th May 1995  M + 91 8200794570  Email – nishi27995@gmail.com | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | | **Key Skills**   * Confidence * Customer Relationship * Adaptability * Training * Team-worker * Optimistic | | | | **IT Skills** | |  | | * MS Office * C++ * SQL * eClinical * Athena * MD Care | |  | | **Languages** | | |  | | | * English | | | * Hindi | | | * Gujarati | | | **Extracurricular Activities** | | | * Certificate from Department of French Level 1 (2014), Faculty of Arts, Maharaja Sayajirao University of Baroda. | | | **Interests** | | | * Cooking | | | * Reading | | | * Dancing | | |