

Prit Patel

D-304 Sagarsangeet heights,sola bhagwat mandir
road,sola, Ahmedabad- 380060,Gujara
8490086829• pritpatel696@gmail.com

Objective

Experienced and organized payment posting seeks a similar position bringing 7+ years of experience with commendable expertise in posting of payments, and verification of claims.

Work Experience

Sr.Executive

January 2016 - Present

Fedora Solutions

- Working as a senior executive since last 7 years which includes multiple level of task in revenue cycle management which includes tasks like payment posting month end reports along with reports requested by client like patient balance report ,insurance aging report , reimbursement reports , revenue by providers for different type of facilities and insurance.
- Also providing training to junior level and assign work according to different skill set and reconcile work and provide feedback to improve quality of work and achieve efficiency and productivity with minimal errors.Providing training at organization level along with providing training materials and questionnaires.
- working on multiple Practice management software's like All scripts,eclinical works ,MD office Manager,Medisoft,Emds,Gmed ,Practice suit, Office ally, Care tracker, Prognosis,Medics elite, Kerio along with clearing house like Change Healthcare ,claim md ,gateway edi,Waystar, emdeon. Well aware of supporting applications like Excel , PowerPoint,Google forms etc.
- Working with client for patient statement , processing credit card payments for patients as well as insurance along with client communication and consulting work for new clients.Also working to help client to make necessary changes in revenue cycle to make cash flow steady and consistent.

Education

SSC

2011-2012

Muktajivan vidyalaya
Ahmedabad

- Passed SSC with 74%

HSC (commerce)

2013-2014

Muktajivan Vidyalaya
Ahmedabad

- Passed HSC with 68 %

B.com

2014-2017

Neeldeep Collage of Commerce Ahemdabad

- Graduated with 65%

2014-2017

MBA

Ahmedabad institute of Technology Ahmedabad

- Passed with 67%

Hobbies

Traveling , Listening music, tracking

Awarded

- Two times awarded with feather on cap in the organization.

Responsibility

- Daily reports send out to Doctors.
- To perform and control the daily activities as per SAP.
- To control TAT.
- Following up with the insurance company about the payment for the patient behalf of doctors. And take details for Payment and checks amount and update the doctors accounting PMS.
- To Manage all In & out Financial transaction in Doctors office and patient payments updated in the respective accounts.
- Managing 8 projects now.
- Implement the new projects and analyse the new strategy and set up a good strategy for easy working system.
- To co-ordinate with Team & other department for breakdown and good working environment.
- To co-ordinate with Process heads Managers.
- To monitor safe work environment.
- Implement the new projects and analyse the new strategy and set up a good strategy for easy working system.

Personal Skills :-

- Leadership skills
 - Attention to detail
 - Initiative
 - Management and organizational skills
 - Willingness to learn
 - Ability to handle pressure and meet deadlines
 - Time Management
 - Punctual
 - Workflow analysis
 - Multitasking
- Thank you for your time and consideration. I eagerly waiting for your response and would like to work together.

Sincerely,
Prit S.Patel.