

ANNE INNOCENTIYA J

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To attire knowledge and skills in the Medical Billing organization. To make a positive contribution as part of a dynamic and well reputed organization. Where I get the opportunities to prove my abilities by accepting challenges.

EXPERIENCE

2023- Present

RCS Specialist - SPOC | MEDEXPERT | Commerzone, Porur

- Acted as the special point of contact for (RCS| ESO platform)
- Coordinated communication between Onshore and internal teams to ensure accurate information flow.
- Coordinated insurance reimbursement to care providers, process payments from patients and insurers, ensure accuracy and resolving billing errors.
- Maintained accurate medical records, submitted insurance claims to Medicaid and Medicare and performed follow ups on unremitting claims within the billing cycle timeframe.

2022-2023

Senior Accounts Receivable Analyst | SCINTILLATE RCM HEALTHCARE | Chennai

- Processing data from medical coders, making sure claims get processed and paid, verifying insurance coverage, Reviewing denied claims.
- Ask a series of relevant questions depending on the issue with the claim and record the responses.
- Review the claim allocated and check status by calling the payer or through IVR /Web Portal
- Use appropriate client specific call note standards for documentation.
- Prepare call notes, initiate or execute the corrective measures by sending necessary documents to Payers.

2020 – 2022

Senior Accounts Receivable Caller | ACCESS HEALTHCARE SERVICES | Chennai

- Initiate telephone calls to insurance companies requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions
- Process insurance company denials, appealing claims when necessary.

2019-2020

Accounts Receivable Caller | ACCESS HEALTHCARE SERVICES | Chennai

- Initiate telephone calls to insurance companies requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions

EDUCATION

APRIL 2016

ST. ALOYSIUS ANGLO INDIAN HR SEC SCHOOL | COMMERCE | CHENNAI

- Commerce with Computer Science

APRIL 2019

ST. ANNE'S ARTS AND SCIENCE COLLEGE | BACHELOR OF ARTS | CHENNAI

- Corporate Secretaryship

SKILLS

Technical Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Soft Skills:

- Excellent verbal and written communication skills
- Decision making skills
- Ability to multi-task
- Time Management
- Strong reporting skills
- Effective team collaboration and leadership.

DECLARATION

I, hereby declare that the above-mentioned information is true to my knowledge.

Date:

Place: Chennai

Yours Sincerely,
ANNE INNOCENTIYA J