

CURRICULUM VITAE

NAME	SURAJ HARIKRISHNA KAPAL
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OBJECTIVE

To be associated with an Organization which gives me an ample opportunity to explore my knowledge and enable me to excel my skills in the direction of organization's growth as well as growth in my Professional career.

Professional Experience

Avontix Global Pvt Ltd

(26th August, 2022 – 25th August, 2023)

742/1&2, Rd Number 37, Guttala Begumpet, CBI Colony, Jubilee Hills, Hyderabad, Telangana 500033

Designation : AR Caller

- Performing following-up activity on outstanding physician claims as per the accounts tasked to me from my Team Leader.
- Call or Chat with the Insurance companies on behalf of physicians and carry out a further examination on outstanding Accounts Receivables.
- Perform Pre-call analysis and check status by calling the payer or using IVR or web portal services.
- Prioritize unpaid claims for calling according to the length of time it has been outstanding.
- Call insurance companies directly and convince them to pay the outstanding claims.
- Check the relevance of insurance info offered by the patient.
- Record after-call actions and perform post call analysis for the claim follow-up.
- Evaluate unpaid insurance claims.
- Transfer the outstanding balance to the patient if he/she doesn't have adequate insurance coverage.
- If the claim has already been paid, ask the insurance company for EOB.
- Preparing Appeal and Medical records Packets and submitting Corrected Claim depending on the necessity or if need to be submit.
- Make corrections to the claim based on inputs from the insurance company.
- Software used Office Ally, Practice Mate, Service Center, E H R.

EDUCATION QUALIFICATION

PROGREAM	INSTITUTION	PERCENTAGE	YEAR OF COMPLETION
B.com (Accounting & Finance)	SREE NARAYANA GURU COLLEGE OF COMMERCE(CHEMBUR).	54.67%	2015
H.S.C	SREE NARAYANA GURU COLLEGE OF COMMERCE (CHEMBUR).	50%	2012
S.S.C	SREE NARAYANA GURU COLLEGE OF COMMERCE (CHEMBUR).	49%	2010

COMPUTER SKILL

PROGRAM	INSTITUTION
DIPLOMA IN MS-OFFICE	ANUBHAV COMPUTER INSTITUTE (CHEMBUR)
MS-CIT	ANUBHAV COMPUTER INSTITUTE (CHEMBUR)
DIPLOMA IN TALLY	ANUBHAV COMPUTER INSTITUTE (CHEMBUR)

ADDITIONAL QUALIFICATION

CERTIFICATE IN MANAGEMENT & SOFT SKILLS

By Tata Institute Of Social Science – NUSSD Program.

PERSONAL DETAIL

Hobbies & Activities	Travelling, Interacting With New Persons, Teaching, Playing Cricket, Reading, etc.
Date of Birth	10-03-1994
Nationality	Indian
Religion	Hindu
Language Known	English, Telugu, Hindi, Marathi.
Marital Status	Single

STRENGTHS

- Good analytical and logical reasoning.
- Good communication, management and presentation skill
- Self-confidence & Result Oriented
- Team player & leadership skills
- Ability to learn new things and respond to external changes. Doing things with open mind and respective to new ideas.
- Detail-oriented and possess ability to handle multi-task effectively.
- Ability to adapt to new environment, culture and workplace.
- Eager to acquire more knowledge, positive approach.

DECLARATION

I hereby state that all particulars provided here are true & correct to the best of my knowledge. I also undertake the responsibility to provide any document required to verify the authenticity of the facts said there in.

DATE : _____

PLACE : Hyderabad

X

Suraj Kapal