

## **CURRICULUM VITAE**

### **CHADALAWADA IPSITA**

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Telangana

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### **OBJECTIVE**

To secure a challenging position to enable me to achieve larger goals and growth as well as contribute to the Growth and Excellence of the organization.

### **PERSONAL ATTRIBUTES**

- Curious, Quick, Fast&Independent learner
- Prefer to work with team
- Ready to Shoulder Higher responsibilities
- Work hard with commitment and determination

### **PROFESSIONAL EXPERIENCE**

➤ **More than 7+ years experience in Health Care Industry.**

#### **1. Company Name: Reventics India Private Limited (2018- present)**

- Presently working as **Subject Matter Expert (SME)** from April 2022 to till date
  - Handling high priority cases in Project.
  - Training new joiners in my team as SME
  - Mentoring a team of 25 members
  - Deal with projects of client and attend client meetings
- Worked as **senior associate** from April 2021 to April 2022
- Worked as **Process Associate** from February 2018 to March 2021

## **2. Company Name: Dharma Solutions (2016-2018)**

- Worked as Process Associate (**AR Caller**) from December 5 2016 to February 6 2018.

## **3. Company Name: Arya Medical Billing Services (2015-2016)**

- Worked in Arya Medical Billing Services Pvt Ltd as a Process Associate from June 22<sup>nd</sup> 2015 to October 16<sup>th</sup> 2016 and learnt entire RCM Process as a course.
  - Demos and Charge Entry
  - Payment Posting and Denial Management
  - AR Calling – following up on the Claims (old and new) and pulling Medical Records
  - Credit Balance
  - Reconciliation of the Reports

## **4. Company Name : VK Walia & Co. (2013-2016)**

- Worked as a Civil and Structural Design Engineer in VK Walia & Co. from August 10, 2013 to October 30 2016

## **AWARDS**

Received Star Performer Award in Reventics India Private Limited for May 2019 and August 2022.

## **MEDICAL BILLING SOFTWARES**

**CITRIX, EPIC, ALL SCRIPTS, NAVICURE, TRIZETTO, E-CLINICAL WORKS, IDX, OPTUM CAC IDX, HOSPITAL PORTALS FOR DIFFERENT CLIENTS**

Responsible for delivering high quality healthcare services to individuals with clinical and nursing needs.

## **DUTIES**

1. Communicating with US Insurance in all aspects of medical care and general day to day tasks.
2. Developing care standards and monitoring their effectiveness.
3. Interacting with senior healthcare staff on any difficulties, incidents.
4. Communicating with other healthcare professionals involved in the process.
5. Maintaining patient records.

## **KEY SKILLS AND COMPETENCIES**

### **HEALTHCARE**

1. Call Health Insurance and check on the basic claim status submitted by the billing team.
2. Check EOB's ERA's received from the Insurance and post the payments into the Billing Application.
3. Checking with Insurance on the Eligibility and Benefits of the patients and help the provider in smooth processing of bills.
4. Checking on the quality of the Medical Records, worked, analyse and uploaded by the Transcription Team. Working on the Denials and Appeals.

## **COURSES**

- Worked as a GIS Engg from Apex Knowledge Technology from Jan 2015 to Oct 2015.
- Course completion certificate from Arya Systems on a Software tool PDMS (Structures) from September 12<sup>th</sup> 2014 to December 20<sup>th</sup> 2014.
- Master Program in CAD CAM CAE (Autodesk certified) with software modules AutoCAD, Staad Pro, 3D StudioMax, Archicad, Primavera, MS Project from May 2010 to October 2010 from Engineers CADD Centre Private Ltd.

## EDUCATIONAL QUALIFICATIONS

COURSE	School/College	University/ Board	Aggregate	Year of passing
M.Tech (Computer Aided Structural Engineering)	International Institute of Information Technology Hyderabad.	IIIT-Hyderabad	7.76 CGPA	2013
B.Tech (Civil engineering)	V.N.R.Vignan Jyothi Institute of Engineering and Technology Hyderabad.	J.N.T.U	64.41%	2010
Intermediate	Sri Chaitanya Junior Kalasala, Hyderabad.	Board of Intermediate	89.1%	2006
C.B.S.E	Jubilee Hills Public School Hyderabad.	Central Board of Secondary Education	62.5%	2004

## PROJECTS HANDLED

### At M-Tech level

- Modeling, design and Analysis of a proposed hotel building at Balasore, Odisha as a part of **internship at Satyavani Projects and Consultants, Hyderabad.**

### At B-Tech level

- Mini project:**

Work study of human resource training center for  
Andhra bank. Company: SEW INFRASTRUCTURE  
LTD  
Period of work: 7 Weeks

- Major project:**

A Study on Properties of Fly-ash based Geo polymer Concrete, Concrete with no Cement.

## **TECHNICAL SKILLS:**

**Software's known** : Adept at handling Auto CAD, Staddpro,SAP 2000,  
PDMS (Structures), Spatial net, Bentley navigator

**Medical Billing software's known:** Citrix, E-Mds and E-clinical works, All Scripts, Navicare,  
IDX, Epic

**Operating Systems** : windows 98/xp/vista/Windows10

**Applications** : MS office

**Programming Language** : C

## **EXTRACURRICULAR ACHIEVEMENTS**

- Participation in many aptitude and sports competitions and received merit certificates.
- Secured first position in Throw ball in college level during the academic year 2006-2007

## **PERSONAL DETAILS**

Name : Chadalawada Ipsita  
Date of Birth : 12th Oct 1988  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Telugu, Hindi, Tamil (only Speaking).  
Spouse Name : Vivek Kaipa Pattabiram  
Profession : Film Maker  
Father's Name : Late Sri C.Soundar  
Profession : Marine Engineer

## **DECLARATION**

I hereby declare that the above-mentioned details are true to the best of my Knowledge and belief.

**(CHADALAWADA IPSITA)**