

Resume

M. SAILEELA

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Career Objective:

To obtain an entry-level position in an organization where my work-related skills are utilized to their maximum potential and benefit me as well as the company.

Academic Qualifications:

Name of the course	Board/University	Year of Passing
Degree	Loyola Degree college (YSRR)	2021
INTERMEDIATE	Board of Intermediate Education, Andhra Pradesh.	2018
S.S.C.	Board of Secondary Education, Andhra Pradesh.	2016

EXPERIENCE OVERVIEW:

- Worked as AR Caller in “ANNEXMED PRIVATE LTD”.
- Having experience for 1 year 3 Months
- Now I am working in NEWPORTMED
- Total Experience 3years 5 months

Job Responsibilities

- 1) Analyses of claims and initiates collection efforts as per aging report. So that claims get reimbursed.
- 2) Undertakes denial follow-up and appeals work wherever required.
- 3) Documents and takes appropriate action of all claims which has been analyzed and followed-up in the clients software.
- 4) Build good rapport with the insurance carrier representative.
- 5) Focuses on improving the collection percentage.
- 6) I have worked in Appeals Department. I know How to send Appeals through Web Portals.
 - How to merge Appeals InOrder and How to upload in E-Bridge.
 - Which payers requires Claim forms and which payer does not require.
 - Based on Denial Reason, how to send Appeal and which Documents require.

Strengths :

- Adaptable to new environments.
- Handle work with patience.
- Self-motivation.

Achievements:

- Star of the Quarter

Others:

Father's name : M. ANJINAPPA

Date of Birth : 03/06/2000

Interests : Social Service

Languages known : English, Telugu

Declaration

I hereby declare that all the details provided above are true to the best of my knowledge.

Date :

Place: **Signature: (M.SAILEELA)**