

RESUME

MAHALAKSHMI. KOTHAPALLI

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CAREER OBJECTIVE

Seeking a challenging position in an organization that provides me an opportunity for career growth, continuous learning, and professional growth and would capitalize my abilities and skills.

EDUCATIONAL QUALIFICATION

- **Degree – B.Sc in SPW Degree college Tirupati- 2017.**
- **Intermediate – APSWR School and Jr College Srikalahasthi -2014.**
- **SSC – APSWR School Srikalahasthi - 2012.**

WORK EXPIRENCE

- > Currently working in **Access healthcare Pvt Ltd** from 1 Year as **Senior Client partner**.
- Having total 4+ Years Experience as **AR Caller at Logran technologies Pvt Ltd**.
- > Worked In **Logran Technologies Pvt Ltd** As a **Senior AR caller** from last 1+ years.
- Having one year experience as payment poster in **AGS health tirupathi**.

ROLES & RESPONSIBILITIES

- Review the claim allocated and check status by calling the payer or through IVR /Web Portal.
- Taking the appropriate actions on the claims.
- Prepare call notes, initiate, or execute the corrective measures by sending necessary documents to Payers
- Use appropriate client specific call note standards for documentation.
- Worked specialties like Ortho , pain, Laboratory Services For **Prior Authorization**.
- Working for Federal insurances and commercial like Molina healthcare, Aetna, Cigna, Magnacare.

INTER PERSONAL SKILLS

- Ability to deal with people diplomatically.
- Decision making, open to new technologies and quick learner.
- Team leading skills.
- Good communication skills and organization skills.

PERSONAL DETAILS

Father Name	: K. Rajaiah
Mother Name	: K. Padmavathi
Date of Birth	: 02-12-1996
Gender	: Female
Marital Status	: Single
Nationality	: Indian
Languages Known	: English, Telugu, Tamil
Present Address road	: 1-38/1, Srinivasapuram, Thiruchanuru Tirupati, Andhra Pradesh- 517501.

DISCLAIMER

I hereby declare that all the above furnished details are genuine up to my knowledge and I am responsible to you in the case of any discrepancy.

Place:

Date:

(KOTHAPALLI. MAHALAKSHMI)