

Saivikas Anugudhati

+91 8143803168 · vikas.aryan1285@gmail.com

Flat no#105, Peony Block, Sunyuga Vista, Maisammaguda, Dulepally, Hyd-500014

OBJECTIVE

Team Leader experienced in directing activities of workgroups. Develops strategies, provides training, sets goals and obtains team feedback. Excellent interpersonal and communication skills. Big picture focus with excellence in communicating goals and vision to succeed.

SKILLS

Schedule Management
Performance monitoring
Regulatory Compliance
Trend tracking

PROFESSIONAL EXPERIENCE

PENA4TECH **Apr 2024 - Present**

Team Lead - AR Operations

Leading by example. Discussing and improving on Training and Learning opportunities for Hospital Billing and Physician Billing. Ensuring client SLAs are met in terms of service delivery, timely reports and adhering to quality standards. Ensuring effective communication with the client on project the issue faced by the client is resolved and having a track of it. Developing strategies for the team which will use to reach expected goals. Listening to team members feedback and providing any training that team members need. Communicating clear instructions to team members. Overseeing the hiring, supervision and training of personnel, which includes work allocation, training, and problem resolution. Managing the flow of day-to-day operations.

PENA4TECH **Nov 2022 - Mar 2024**

Subject Matter Expert

Handled 15 AR Analyst/ Callers as a direct reporting authority. Reviewing the work performed by AR Analysts/ Callers and Production reviews. Ensuring quality of work in various parameters such as conversational skills, claims resolution are maintained by users. Participate in developing process documentation. Provide feedback and work with the training team to provide remedial training. Check the reports developed by AR Analyst/ AR Callers aging analysis, understand days in A/R, top reasons for denials.

AGS Health **Dec 2021 - Nov 2022**

Senior Business Associate - Level 2

Address outstanding or assigned AR through analysis and phone calls by using available tipsheets. Utilization of all possible tools and applications available to take account to the next level of resolution, which would result in a payment, corrected claim submissions, appeals, patient transfer or adjustment. To report trends / patterns in denials, claim submission errors, credentialing issues and billing related roadblocks to the immediate reporting manager. Assisting and grooming new joiners within team, tracking and documenting daily training activities.

IKS Health **Nov 2019 - Dec 2021**

Revenue Cycle Representative

Worked on Denials Management, Worked on CMS1500 form (Physician billing form). Responsible for achieving the defined TAT on deliverables with the agreed Quality benchmark score. Responsible for analyzing an account and taking the correct action. Ensuring that every action to be taken should be resolution oriented and working on the specific task/case assigned.

HGS **Aug 2016 - Oct 2019**

Senior Associate Operations

Worked on Denials Management, Worked on CMS1500 form (Physician billing form). Responsible for achieving the defined TAT on deliverables with the agreed Quality benchmark score. Responsible for analyzing an account and taking the correct action. Ensuring that every action to be taken should be resolution oriented and working on the specific task/case assigned.

EDUCATION	ACHEIVEMENTS
SSC Board of Secondary Education, AP - 2011 - 64.00	21 Awards - HGS
Intermediate Board of Intermediate Education - 2013 - 72.80	2 Best Performance Awards - IKS Health
Graduation B.COM (Gen) - Osmania University - 2016 - 70.00	1 Star Performer Award - AGS Health
Post Graduation International Business - Symbiosis - 2021 - 73.80	2 Outstanding Awards - Pena4tech

LINGUISTIC PROFICIENCY

English
Telugu

PERSONAL DETAILS

Nationality : Indian
Date Of Birth : 14-April-1996

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge.

Date :

Place :

(ANUGUDHATI. SAI VIKAS)