

Resume

Name: Astha Tripathi

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CAREER OBJECTIVE:

To utilize my skills and abilities that offers professional growth and endless learning while being responsible, innovative and flexible.

PROFESSIONAL EXPERIENCE:

- **2 Years & 4 months Experience with Porteck India Infosolution, Noida from January 2016 as A.R.**
- **2 Years & 7 months Experience with Pacific Bpo Pvt. Ltd. Noida From May 2018 as senior A.R.**
- **Currently working in R1RCM, Noida from May 2021 as a senior A.R.**

EDUCATIONAL QUALIFICATION:

EDUCATION	YEAR OF PASSING	COLLEGE/SCHOOL	UNIVERSITY /BOARD
High school	2008	Govt. Inter college,	U.P. Board
Intermediate	2010	Govt. Inter college,	U.P. Board
B.Sc.	2013	D.A.V. College	C.S.J.M. University
M.Sc.	2015	D.G.P.G. College,	C.S.J.M. University

SOFT SKILLS:

- Computer basic and fundamental
- Tally ERP.9
- C++ Language

WORK RESPONSIBILITIES & SOFTWARE :**Softwares:**

- **Medical Manager**
- **I Parcs**
- **Solution Series**
- **Epic**
- **ECW**
- **NextGen**

Job roles:

- Excellent Knowledge of US healthcare terminology
- Responsible to investigate EDI Rejections, Online eligibility verification and claim submission.
- Working on providers credentialing issue.
- Responsible to contact with insurance's authorization, credentialing and claims department for followup and rectification of the denials.
- Responsible to contact provider coding department for coding related issue
- Working on various client project
- Attending daily/weekly/monthly Meeting of Quality, and Client and preparing MOM for meet.
- Providing mentorship to new team mates.
- Working as per HIPPA guidelines and Maintaining PHI.

STRENGTH:

- Flexible in working for U.S. Shift
- Dynamic
- Innovative for process Improvement
- Deliver work in timely manner

PERSONAL INFORMATION:

Father's Name : Anoop Kumar Tripathi

Mother's Name : Pramila Tripathi

Date of Birth : July/11/1994

Gender : Female

Address : Ammatra Homes, Sector 10, Greater Noida 201305.

LANGUAGE KNOWN:

- Hindi
- English

DECLARATION:

I hereby certify that all the information provided above is true to the best of my knowledge & appointment given to me on this basis can be revoked or terminated at any time in future information has been misstated.

(ASTHA TRIPARTHI)