

Curriculum Vitae

VIVEK YADAV

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Address: H. No- 8/31 Sector – 8, Chiranjeev

Vihar, Near Chancellor Club,

Ghaziabad - 201002

Academic Details:

Year	Degree	Institute	Percentage
2014	Electronics & Communication Engineering	College of Engg. & Rural Technology, Meerut	67.5%
2010	Class XII (U.P board)	P.R.T. Saraswati Inter College, Shikohabad	76.20%
2008	Class X (U.P board)	P.R.T. Saraswati Inter College, Shikohabad	76.00%

Career Vision:

To nurture talent in me by continuously enhancing my skills and willing to work as a key player in a challenging and creative environment to explore my potential as an individual or with a team for mutual growth.

Technical Skill:

Database & Reporting Tools (Microsoft Excel | Microsoft PowerPoint)

Created dashboards like Associates performance tracker and client reports, Quality feedback reports, PETA etc with the help of MS Excel (formulas and functions).

Healthcare Applications (MD IV | AccuPoint | eClinicalWorks)

Worked on various EMR and EHR tools like | Claim MD | APex and TriZetto.

Professional Experiences:

- ❖ Organization: **Hartron Communication, Gurgaon.**
- ❖ Designation: Account Receivable
- ❖ Duration: 08/08/2015 to 06/30/2017
 - Job responsibility: Used to follow up with the insurance companies in order to get the payment.
 - Learnt about software and reviewing the claim in system.
- ❖ Preparing appeals to get claim paid by insurance.
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❖ Organization: **Access Healthcare, Pune**

❖ Designation: Senior Client Partner

❖ Duration: 10/07/2017 to 10/04/2019

➤ Job responsibility: Handling various work queues i.e., insurance follow up, denial batches and coding responses, Preparing Appeals etc.

➤ Reducing AR as per client requirement.

❖ Organization: **CGM ARIA Pvt. LTD.**

❖ Designation: Quality Compliance Associate

❖ Duration: 08/26/2019 to still working

➤ Handling Quality for Therapy Services such as Behavioral Therapy, Occupational Therapy, Speech Therapy etc.

➤ Performed audit for multiple processes and generated quality scores fairly and consistently, according to the guidelines and formats of the practice.

➤ Compiled and distributed feedback to Ops team in weekly quality session and make sure feedback are recorded and sent to the supervisors within the defined timelines.

➤ Performed root cause analysis to create and revise procedures, checklists and audit plans to reduce error disputes and client escalations.

➤ Prepared Month-End reports for clients and other relevant reports like production tracker, feedback tracker and performance dashboard to identify areas for process improvement.

➤ Crafted training materials and ran on-boarding sessions to train incoming team members.

Hobbies

➤ Interest to read about Geography, Cooking and Gardening.

Personal Details:

Father's name: Prawan Kumar

DOB: 31/08/1993

Gender: Male

Marital Status: Married

Permanent Address: Village - Nagla Heera Singh, Near Railway Station Shikohabad, Distt: Firozabad, U.P. - 283141

Signature

(Vivek Yadav)