ARPITHA K S

Phone no- 9483959819 or 8088759785

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**Objective:**

To associate with an organization that gives me a chance to prove my knowledge, efficiency and enhance my skills in the field of the technology and be a part of the team that excels in work towards the growth of the organization.

**Work Experience:**

* Organization : Sagility healthcare Pvt Ltd.
* Duration : From july 2023 to sep 2023
* Process : Humana
* Platform : METAVANCE
* Designation : Senior Process Consultant (PC4)
* **Experience Summary:**

Over all 5.7 years experience in Medical & Hospital Billing payment process audit and investigate on claims and Working on Health insurance as well Auto insurance Claim process executive in End to End Payment issues, refund and re-issues, handling customers and clients queries, Refund escalation, possible duplication other banking activities.

**Job Profile:**

* Complete knowledge of US healthcare and have fair experience on claims and Adjudication.
* Authenticating the claims as per HGS Guidelines.
* Trained in high dollar auditor Metavance platform and different sub queues ( Clinical & ER Claims).
* Processing the claims as per the Client requirements.
* Mentoring the newly joined people and giving buddy support.
* Maintenance quality parameters in terms of procedural and financial.
* Leading, mentoring & monitoring the performance of the team to ensure efficiency in Process operations, meeting of individual & group targets.
* Resolving queries of the team member.
* Identifying the process improvement opportunities and reporting the same to the supervisor.

**Additional Responsibility:**

* Assigning the claims to the team members.
* Urgent request claims share with the team (like Texas & Penalty claims).
* Conducting refresher training on a monthly basis (New updates, Production and error details).

**Process Achievement:**

* Received SPOT award.
* Contributed Perfect Experience for the team.
* Maintained 100% quality .

**Qualification Details:**

* Master of commerce from kuvempu University passed out 2018 with percentage 65%
* Bachelor of Commerce from tunga mahavidyalaya thirthahalli, passout 2015 With Percentage of 68.02%
* PUC from govt junior College, Pass out 2012, With Percentage of 65%.
* 10th from govt School Pass out 2010,With Percentage of 71.20%.

**Personal Strength:**

* Leadership, Team Worker.
* Smart Work In Given Tasks.
* Courageous, Time Management.
* Quick learner.
* Adaptability to situations & Punctuality.

**Technical skills:**

* Operating System: Windows Family.
* Ms-Office : Ms-Word, Ms-Excel, Ms-PowerPoint.

**Persona Information:**

* Full Name : Arpitha ks
* Father name : Shripal KH
* D.O.B : 02/12/1994
* Gender : Female
* Marital Status : married
* Nationality : Indian
* Religion : Hindu
* Languages Known : English ,Kannada
* Hobbies &Interested : Listening music, Watching Movies,
* Address : # 612, 3rd floor, kirloskar layout 22 nd cross shivaganga nilaya banglore. 560073

**Declaration:**

I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Place: Arpitha

Date: (Signature)