# B. ARUN KUMAR

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Date of Birth: 01/07/1992

## OBECTIVE

Seeking a position in an organization that provides me ample opportunities to explore & excel while carving out the niche for personal, professional as well as organizational goals

## SUMMARY OF SKILLS

- Good experience in personal networking, get onto Job Portals and advertising to source candidates and evaluate, match skills and background to the needs of hiring managers and consulting practices.
- Primary goals were the development, revenue growth and expansion of the company to offer our customers full service.
- Have strong experience on working and analyzing the data which includes various Healthcare claims and details of members.
- Experience in working with various Medicare claims files and used HIPAA standards, CPT codes, ICD-9 codes etc.
- Understanding the organization's vision, goals, limitations, data sources and time lines.
- Possess a strong ability to adapt and learn new technologies and new business lines rapidly.
- Good verbal and written communication skills as well as coupled with exceptional presentation skills.

- Ability to work collaboratively across project teams having the capability to work independently or in groups.
- Acted as a liaison between third-party providers and customers to address and resolve the concerns and provide exceptional customer service.

## PROFESSIONAL EXPERIENCE:

**United Health Group**                                             **(Oct 2014 – Till Date)**

**Business Associate**

**Responsibilities:**

- Gather Business Requirement from the Subject Matter Experts (SMEs) and document the requirements in the Business requirement document.
- Strong understanding of Healthcare claims Processing systems and the processes.
- Communicate frequently with the provider and understanding the role of Healthcare domain.
- Resolving the queries of the provider as well as the customers to maintain a close and harmonious relationship by following the company ethics and providing Satisfaction.
- Claims process work station is the application for the Claims adjudicating. Adjudicating the claims as per Process Instructions document and deciding the payment, which is a Sensitive Task and maintaining good quality.
- Verify the various types of Claims like Duplicate Claims, Inclusive Claims, Notification required and Medicare PPO, HMO and POS Claims. Processing claims on IBM – Mainframes Application Known as COSMOS screen and Validate on provider selection and Specialty as per DX and CPT codes.

## ACHIEVEMENTS:

➢ Participated in pulse polio immunization program in 2013.

➢ Achieved Venus star awards and star awards for the excellent performance
  In work environment.

➢ Achieved quarterly awards for the excellent performance
  In work environment.
  Participated in UCARE activities on a regular basis

## EDUCATIONAL CREDENTIALS

**B.com (comp), 2013**

Railway degree college, Hyderabad

**Intermediate 2010**

Board of Intermediate

**Matriculation, 2008**

Board of Secondary School Education

**Computer Proficiency**

MS Office and Internet Applications

**Languages Known:** English, Telugu and Hindi.

**Hobbies:** Listening to Music and Browsing Internet.

Date:                                                                                   (Arun Kumar)
Place: