

Sayanti Chakraborty

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Passport No. - K7615255

Aadhar No. – 3011-6561-5379

Voter Id No. - NCS1285329

SYNOPSIS

- *Currently working as a Senior Medical Billing Associate (August 2016 to Present)*
- *Adept in handling operations, client servicing and team management activities*
- *Skillful in organizing, interpreting and communicating market information / data to facilitate the decision-making process of the management*
- *Excellent communication, analytical, presentation, negotiation & relationship management skills with proven ability to build healthy relations with business partners and customers*

CORE COMPETENCIES

- ✚ *A dynamic professional with **3 years** of rich experience in the areas of Accounts Receivables, Payment Processing and Client Servicing.*

Project Management

- *Detail oriented quality focused professional billing specialist.*
- *Successful track record handling complicated assignments.*
- *Experienced in reconciling insurance and patient payments and resolving account disputes.*
- *Proficient in a variety of practice management software applications.*
- *Dedicated to maintaining strict patient confidentiality.*

Data Analysis & Insight generation

- *Working on Excel Data Analytics Reports.*
- *Reconciling Bank Statements.*
- *Analyzing non-posted payments through Found Money process and sending out to data entry team.*
- *Generating outstanding dashboard report for Client to analyze revenue*
- *Set up new patient accounts.*
- *Worked on Revenue Cycle Management*

ORGANISATIONAL SCAN

Austin Medical Solutions, Senior Medical Billing Associate August 2016-Till Date

Responsibilities

- *Managing the hospital analytics reports for providers*
- *Acquiring new responsibilities to provide healthcare revenue cycle services to clients*

Accountabilities Handled

Client Servicing

- *Rendering quality services to clients and functioning as a point of contact for the client located over Lubbock, Texas in United States of America*
- *Understanding client requirements to provide suitable revenue cycle services with actionable insights*
- *Assessing client feedback, evaluating areas of improvements and providing critical feedback to the associates on improvements and achieving higher client satisfaction*
- *Ensuring customer and client satisfaction to sustain and increase profitability in the process operations*

Additional Responsibilities

- *Mentor peers in the team for specific types of analysis*
- *Train New Joiners in the team on various analysis*
- *Conduct trainings and knowledge sharing sessions for the team*
- *Drive Efficiency building projects within the team*

Awards & Achievements

- *Participation certificate in Post Genomics Technologies Seminar.*
- *National workshop of Social Media, Democracy and Pluralism.*
- *BU Golden Jubilee Lecture Series with the theme "Biology in the Genomics Era".*
- *Participation certificate in Next Genome sequencing Seminar.*
- *Participation certificate in Cancer Biology Seminar.*
- *National workshop of Biology & Entrepreneurship.*
- *Sustainable Approach for BIO FUEL PRODUCTION from Pond -reeds and REJUVENATION*

➤ OF THE POND ECOSYSTEM.

➤ Built process efficiency and accuracy with coming up with templates and efficiency building practices

Computer Skills:

Have a good knowledge of MS Office Suite (Advanced Excel, Access, Word), PL/SQL, C++, Java.

ACADEMIC DETAILS

COURSE	INTENDED SPECIALISATION	INSTITUTE/ COLLEGE	%/ CGPA	YEAR OF COMPLETION
PG M.SC	Biotechnology	GARDEN CITY COLLEGE OF SCIENCE AND MANAGEMENT STUDIES, BANGALORE UNIVERSITY	81%	2016
UG B.SC	Physiology	VIDYASAGAR COLLEGE, Calcutta University	55%	2014
12 th	-	West Bengal Council of Higher Secondary Education (Patha Bhavan)	72%	2011
10 th	-	West Bengal Board of Secondary Education (Patha Bhavan)	71%	2009

PERSONAL DOSSIER

Date of Birth: 1st July 1993

Father's Name: Nikhil Kumar Chakraborty

Permanent Address: 250/2 , 3rd cross, 7th main Muniyappa Layout, Garvebhavi playa, Bangalore-560068

Hobby: Playing and watching Football, listening to music and Traveling

Language Known: English, Hindi and Bengali

DECLARATION:

I consider myself familiar with Accounts Receivables and Payables, Client Servicing aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

