

CURRICULAM VITAE

NAME: THUMMURU MANITEJA

CONTACT NUMBER: 8686753138

GMAIL: Tejatj37@gmail.com

CAREER OBJECTIVE:

To work in a creative, meaningful and challenging position that enables me to develop myself as a professional and permits scope for advancement

EDUCATION QUALIFICATION:

- Completed Graduation (B.com) from Wesley degree college with aggregate of 58 %
- I have completed my Intermediate(MEC) from Sri Gayatri Jr College with an aggregate of 53%
- I have completed my S.S.C from Bashyam High School with an aggregate of 68%

WORK EXPERIENCE:

- Working as a PROCESS ASSOCIATE WITH

***Icrea info tech**

***Cognizant technology**

***Ags healthcare**

Duration : 40 months

JOB Profile : Senior Process Associate

Highlights:

- Have knowledge in US health care domain.
- Aware of payment posting, ERA and EOB.
- Expertise in resolving the denied claims.
- Aware on using provider's web portal.

Roles and Responsibilities:

- * Making the Outbound calls to US insurance companies to resolve the denials as well as payment issues (EOB/ERA).
- * Daily interaction with the client liaisons, conveying the client requirements to the team with regards to the process.

- Made strategies and work flow for myself to fix the denials as per the denials reason.

Technical Expertise:

- Billing tools: Medics Premier & Epic
- Operations: Microsoft office, MS-Excel, Power point

STRENGTHS:

- Punctuality
- Planning
- Leadership quality
- Castling couch
- Good learning and Decision making

PERSONAL DETAILS:

Name : T.MANITEJA
 S/o : T.NARSING ROA
 Sex : male
 D.O.B : 27/02/1997
 Nationality : Indian
 Languages known : English,Telugu and Hindi
 Address :6-2-848 Thummalabasthi, chintal basthi,khairthabad, Hyderabad,
 500004

SELF DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date
Place: Hyderabad

T.MANITEJA
signature: