

Resume

Pradeep Singh

S/O Suresh Singh Pathkholi,

Post Sahajanawa Gorakhpur 273209

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Service Professional with total experience of 5 years and 3 months in US Healthcare (Medical Billing).

PROFESSIONAL EXPERIENCE

Worked with Pacific Healthcare Solutions since Aug- 2021 to Jun – 2022 as Senior AR- Executive.

Worked with Pacific Healthcare Solutions since May- 2020 to April 2021 as Senior AR- Executive.

Worked with Global Healthcare Solutions since Sep- 2018 to April 2020 as Senior AR- Executive.

Worked with IKS Healthcare Solutions since Jan- 2017 to August 2018 as AR- Executive.

Roles and Responsibilities

- Reviewed, followed up, and worked on unpaid claims, old claims, no response claims, outstanding claims, and denials.
- Created, processed, and submitted claims to various insurance companies electronically, mailed, and or by fax, ensuring their accuracy.
- Submitted electronic claims and paper claim to primary or secondary insurance.
- Edited, corrected, and handled failed claims with proper information and re-submitted claims as required.
- Performed the tasks of creating, organizing, updating, and maintaining accounts on data spreadsheets by using medical billing software.
- Worked adjustments, zero pays, wrote off and transferred financial responsibility to patients as required.

EDUCATIONAL QUALIFICATION

- B.com from Mumbai University in 2014
- HSC from Maharashtra Board in 2011
- SSC from Maharashtra board in 2009

PERSONAL PROFILE

- Excellent team member with strong communication skills
- Patient, perseverance and to deliver positive results under pressure
- Process driven approach in problem solving
- Good at stress and crisis Management
- Clear and objective thought process

PERSONAL DETAILS

Birth Date	∴	28 th July 1994
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Hindi

Pradeep Singh