

RESUME**Ms. POOJA RAJESH DWIVEDI****PRESENT ADDRESS:**

1/12, GOKUL COLONY
NEAR APARNA DAIRY
KHADEGOLVALI,
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KALYAN (EAST)
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CAREER OBJECTIVES

TO SECURE A CHALLENGING POSITION IN A REPUTABLE ORGANIZATION TO EXPAND MY LEARNINGS, KNOWLEDGE, AND SKILLS.

ACADEMIC DETAILS

Examination Passed	Board/ University	Month & Year of Passing	% Obtained
S.S.C	Mumbai Board	2016	85%
H.S.C	Mumbai board	2018	79.56%
BMS (Finance)	Mumbai University	2021	A+ (Grade)

KEY SKILLS

- GOOD COMMUNICATION SKILLS
- DISCIPLINED

ADDITIONAL SKILLS

- BASIC COMPUTER KNOWLEDGE.

WORK EXPERIENCE

Gebbs Healthcare Solutions Mumbai (July 2021 to Till date)

Process - AR Operations US Healthcare RCM

Roles & Responsibilities

- Responsible for reach out to Insurance companies (in US) on behalf of provider and follow up on outstanding Accounts Receivable.

- To priorities the pending/overdue tasks for working from the aging basket. Should be able to convince the claims company (payers) for reprocessing the claims for payment of their outstanding claims.
- To check the appropriateness of the demographic/insurance information given by the patient if it is inadequate or unclear.
- Escalate difficult collection situations to the team's supervisors in a timely manner.
- Review provider claims that have not been paid by insurance companies or denied by the insurance companies.
- Working on denied claims by taking the appropriate action
- Routing denials to the correct department in case of fix the hole opportunities
Escalate all avoidable denials to the teams supervisors where there is a direct revenue loss for the practice and the company Sharing new findings with the teams supervisors and the team.

PERSONAL DETAILS

FATHER's NAME : Mr. RAJESH SHIVPRATAP DWIVEDI
 GENDER : FEMALE
 MARITAL STATUS : UNMARRIED
 NATIONALITY : INDIAN
 RELIGION : HINDU - BRAHMAN
 DATE OF BIRTH : 22ND SEPTEMBER, 2000
 LANGUAGES KNOWN : ENGLISH, HINDI & MARATHI
 STRENGTH : POSITIVE ATTITUDE
 HOBBIES : LISTENING MUSIC & COOKING

DECLARATION

I HEREBY DECLARE THAT THE ABOVE GIVEN INFORMATION IS RELIABLE AND TRUE TO THE BEST OF MY KNOWLEDGE.

DATE :

PLACE : (***Ms. POOJA R. DWIVEDI***)