

**SYED IBRAHIM. S**

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**APPLYING FOR: SENIOR ACCOUNT RECEIVABLE**

I am writing to apply for the Senior Account Receivable. I am a professional with an Engineering degree and Six years of experience in the insurance industry. In my current job as AR Executive, I make calls to the insurance about claims related to their various policies analyse claim information conduct investigations when needed write incident reports and issue claims decisions.

I pay specific attention to every detail and can spot inconsistencies or patterns in accounts easily. My critical thinking and communication skills are sharp which help me to calm agitated clients while making informed decisions relating to their case. With five years in this business I feel I have a thorough understanding of the working of insurance claims. Clients have thanked me numerous times for making their experience as easy as possible and supervisors have given me accolades for my efficiency. I would love to bring my professionalism to the claims department as an Insurance Claims Adjuster.

I am quite sure you will find me to be a candidate worthy of the Insurance Claims Adjuster title. Please contact me soon to schedule an interview. I hope to hear from you and thank you for your consideration.

## **CARRIER OBJECTIVES**

To work in the more challenging environment and to offer my services in the reputed organization to expose my talents and skills.

## **BASIC ACADEMIC CREDENTIALS**

- B.E. Instrumentation and Control Engineering from Saranathan College of Engineering, Trichy with an CGPA of 6.4.
- Passed higher secondary from St. James Matriculation Higher Secondary School, Trichy, and TamilNadu, India with an aggregate of Sixty-Five Percentage (65%) in 2010.
- Passed high school from St. James Matriculation Higher Secondary School, Trichy, and TamilNadu, India with an aggregate of Seventy-One Percentage (71%) in 2008.

## **EXPERIENTIAL LEARNING AND CERTIFICATIONS**

- Completed the Value-Added Course on PLC & SCADA certified by PROLIFIC Systems & Technologies.
- Successfully completed the value-added course on SQL, PLSQL certified by Green's Technologies.

## **CO-CURRICULAR ACTIVITIES**

- Attended in Plant Training in BHEL, BOILER AUXILIARIES PLANT.
- Attended a one-day Workshop on LabVIEW conducted by National Institute of Technology (NIT).
- Organized an National Level Technical Symposium 'PRUDENTIA' conducted by my college

## **IT PROFICIENCY**

- Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint.
- Language: C, C++(Basics)

## **ACADEMIC PROJECT**

**TITLE : Eco-friendly Power Saving System**

**DESCRIPTION:** Streetlights during night time remains ON for long time which consumes more electric energy. But by using Programmable Microcontroller, the streetlights will glow only when the vehicle passes the sensor. When vehicle passes the sensor, it detects the object and light ahead the vehicle will glow and once the vehicle moves from the sensor, the trailing lights will go OFF state.

## WORK EXPERIENCE

### **Accounts Receivable Executive in Omega Healthcare (July 2015 to September 2017 and July 2019 to July 2021)**

Started my medical billing career in Omega Health Care as AR caller, in my two-year experience I completely focused on denials and appeals. These some of my roles and responsibilities listed below

- As AR caller my priority to resolve the aging claim, which was not finalized.
- Resolved billing issues identified by insurance carriers and patients.
- Expert in viewing and finding denials in Electronic Remittance Advice and Explanation of Benefits.
- Reviewed claim denials and payer requirements for corrective action.
- Researched and replied in a timely manner to insurance to get claim processed and paid.
- Kept accurate records for all activity and conversations done to representative for each account and posted notes to the respective account.
- Maintained the highest levels of confidentiality & accuracy of patient information.
- Followed the guidelines and be in compliance with local, state or federal laws and regulation.
- If not claim was not self-resolved, made a call to insurance company spoke with representative and took a required action for process the claim.
- If the claim wrongly denied made a call to respective insurance company and explaining to representative the reason why the claim wrong processed, and then suggested to take the claim for re-process.
- Reviewed patient bills for accuracy and completeness and obtained any missing information.
- Posted payments to patient's accounts and posted contractual adjustment amount in patient account.

### **Senior Accounts Receivable Executive in ACN Healthcare (September 2017 to Jan 2019) And Senior Billing Specialist in Quest InfoSoft (October 2021 to October 2022)**

- The primary roles and responsibilities are to review the unpaid claims to appropriate Patient accounts, called insurance company and checking with claim status.
- Checking on demographics and releasing the claim for processing.
- Checking on payor and clearing house rejections and resubmitting the claim with correct information for processing.
- Posting the remittance in the software on daily basis.
- Checked Patient eligibility over phone and available resources (Availity, Navinet & responsible websites)
- Shared daily production details and other process related reports to Team lead.
- Ensure to complete the Work orders with in client TAT (Turnaround time 24 hours) and 100% Quality.
- Work directly with the insurance carrier, healthcare provider, and patients to have claim processed and paid.
- Reviewing and appealing unpaid and denied claims.
- Calling the facility to get the patient face sheet information and updating the patient information in the software.

## SOFTWARE

- Citrix- MMIS Software.
- Citrix- Image now
- Health Fusion- MediTouch
- Epic
- NextGen
- e-MD

## INTERPERSONAL SKILLS

- Ability to work effectively in a team setting.
- Self-motivated & Easily adaptable to Situations
- Better Communication Skills.
- Proficient with Microsoft Office software.

## ACHIEVEMENTS

- Lead my college Cricket team
- District Volleyball and Cricket Player.
- Participated and Won prizes in Zonal Level sports meet.
- Attended many Intra & Inter School sports meet and won prizes.

## PERSONAL DETAILS

- **Permanent Address** :19, Zaheer Hussain Street, Sangliyandapuram, Trichy 620001
- **Date of Birth** : 06.04.1991
- **Language Known** : English, Tamil,
- **Marital Status** : Married
- **Nationality** : Indian
- **Interest & Hobbies** : Photography, Travelling, Playing cricket

## DECLARATION

I hereby assure that the given above are correct and complete to the best of my knowledge and believe that nothing has been concealed by me.

Place:  
Date:

(SYED IBRAHIM S)