

# RESUME

## **Tarun Kumar Mathur**

RZ-1 A/215 J BLOCK

WEST SAGARPUR NEW DELHI

PIN CODE -110045

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## **OBJECTIVE**

To excel in my field and best utilize and enhance my knowledge and skill. To work in an environment where my efforts and contribution help me add value to the organization, as well as lead to my personal growth.

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- **Company** - R1 RCM
  - **Duration** – June 2016– Till Date
  - **Job Role** - Process Trainer

## **Responsibilities:**

- Train all new hires, create and develop plan for each new hire.
- Conduct individual and team skills gap analyses
- Need to find out development plans for teams and individuals
- Assuring complete knowledge on US healthcare and medical billing process.
- Manage all operational SLA & Matrix.
- Issue advisories to those users who are not able to achieve their production and quality.
- Preparing reports of quality percentile and production number while batches on ramp up.
- Conduct New Hire Training and ensuring all the batches graduate as per the timeliness defined and meet the training threshold as agreed upon with the client
- Manage change management and update (Deliver) process related changes to Operations
- Handle and support OJT batches
- Maintain internal training reports and send out reports to external & internal stakeholders as per the frequency agreed upon

- Analyze daily performance indicators and encourage awareness and performance improvements
  - Manage new hire attrition & Collaborate with management to identify training needs
  - Schedule training sessions for the unit as per business requirement
  - Prepare and submit billing data and medical claims to insurance companies
  - Ensure the patient's medical information is accurate and up to date
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- **Company** - R1 RCM
- **Duration** - November 2010 – May 2016
- **Job Role** – Sr. Analyst

### **Responsibilities**

- Avoiding any rejection or denial to submit with required documentation
  - Hands on dx codes and procedure codes
  - Hands on clearing house and encoder pro
  - Hands on claim submission form UB04
  - Hands on every denial with all required aspects
  - Hands on denial analytical skills
  - Entering patient data in a CRF according to the visit details
  - Hands on filing the source documents correctly and in serial order according to the patient visits.
  - Hands on Drug Accountability, maintaining log sheets for the patients
  - Hands on attending the monitoring visits
  - Maintaining the EC SOP's EC members list.
  - Hands on accurate and timely documentation of claims data in Patient Financial Services
  - Hands on Claim denial handling, Explanation of Benefit (EOB), Coordination of Benefit (COB) interpretation
  - Hands on Diagnosis coding, HCPCS Codes, Revenue Codes, ICD-9 and 10 Coding
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### **EDUCATION QUALIFICATION**

- 10th From Board of secondary education Rajasthan, Ajmer (Raj.)
- 12th From Board of secondary education Rajasthan, Ajmer (Raj.)
- Graduation From M.L.S.U. Udaipur (Raj)
- Post-Graduation (Sociology) From M.L.S.U. Udaipur (Raj)

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### **HOBBIES, PERSONEL ATRIBUTES & STRENGTHS**

- Listening to Music.
- A team player with the ability to understand concepts quickly
- Commitment to work and strong attention to even the minor details.
- Ability to work in demanding situations and meet strict deadlines.
- Good Interpersonal Skills.

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### **PERSONAL PROFILE**

Father's Name: Ramavtar Mathur

Sex: Male

Nationality: Indian

Language Known: English & Hindi

Marital status: Married

Passport No.

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### **DECLARATION**

I hereby declare that the information provided is true & correct to the best of my knowledge & belief.

**Date:**

**Place:**

**Tarun Kumar Mathur**