

Gurmesh Singh

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1752 LIC Colony

Mohali, Punjab

Summary

Self-motivated Account Recivable and Billing Specialist offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail-oriented with extensive accounts receivables/billing and clerical knowledge.

Highlights

- Account Receivable Professional
 - ICD & CPT Coding
 - Experience with Medicare, Medicaid and all Commercial insurances
 - Microsoft excel, word and outlook experience
 - Patient contact via phone, email and in person
 - Computer Skills
 - Experience with all related office equipment
 - Customer service Skills
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Skills

Computer proficiency., Communication skills., Typing, Problem-solving abilities, Teamwork skills, Learning/adaptability skills

Experience

Process Associate

Knack Global • Mohali, Punjab

11/2020 - 06/2021

- Worked on Clearing House Rejections and Denials
- Generated monthly invoices reviewing them for accuracy prior to mailing.
- Reviewed Explanation of Benefits and aging reports to ensure timely reimbursement of claims; reporting payer trends to management.
- Participated in Team and Client meetings with the Business Office Manager and presented Trends and quires.
- Resolved conflicts with insurance carriers and referring physicians regarding referrals, pre-authorization and hospital admission.
- Helped resolve long standing issue regarding unidentified capitation payments.

Analyst

Coronis Health LLC • Mohali, Punjab

08/2021 - Present

- Managed team of 4 Accounts Receivables.
- Worked on FQHC Specaility
- Handled Client Calls
- Worked on CPT Coding, Rejection, Denials and Charges.
- Prepared all medical claims for billing , DME 6 and Centercity electronic billing software
- Gathered appropriate documentation for claims submission.
- Worked denied claims from EOB, resubmission of claims for payment/correct payment.
- Appeals process for denied claims Charge entry and Payment Posting.

Softwares

- Centercity
- Ecw
- Nextgen
- Kareo

Education

Bsc. HHM

Chandigarh University • Mohali, Punjab

06/2020