POONAM TIWARI

AR Analyst

📞 7393860699   @ poonamtiwari4471@gmail.com   📍 Noida

PROFILE SUMMARY

US Healthcare Professional with over 1 years of experience specializing in DHT & Appeal and a sound knowledge of medical billing tools and terms. Currently, seeking to leverage my experience and knowledge at a growing healthcare firm.

EXPERIENCE

AR Analyst

MDeverywhere India Pvt. Ltd

📅 2021 - Ongoing   📍 Noida

Company Description

- Reviewed, followed up, and worked on unpaid claims, old claims, no response claims, outstanding claims, and denials.
- Demonstrated the ability to read and interpret EOBs, and face sheets from medical facilities.
- Created, processed, and submitted claims to various Insurance companies electronically, mailed, and or by fax, ensuring their accuracy by contacting the patient, health companies or institutions.
- Submitted electronic claims and paper claim to primary or secondary insurance.
- Edited, corrected, and handled failed claims with proper information and resubmitted claims as required.
- Prepare letters for patients and insurance companies, troubleshooting issues with billing.
- Counseled patients with outstanding balances and set up payment plans in conjunction with the central medical billing department.
- Maintained the daily production target with Quality benchmark to meet the process requirements as well as own KRA's.
- Actively participated in team meeting and training to catch all the findings, updates and trends.

EDUCATION

B. Com

University of Allahabad

📅 2018

Higher Secondary Certificate (Class12th)

Kendriya Vidyalaya Tirumalagiri

📅 2017

Secondary School Certificate (Class 10th)

Kendriya Vidyalaya Tirumalagiri

📅 2015

TECHNICAL SKILLS

Healthcare Applications (AdvancedMD) | Raintree |

Worked on various software like AdvancedMd and raintree as well as Clearinghouse like Waystar

Database & Reporting Tools (Microsoft Excel | Microsoft Powerpoint)

Created dashboards and reports with the help of MS Excel (formulas and functions).

SOFT SKILLS

Effective communication

Team Player

Problem-solving approach

Quick Learning Ability

Time management

LANGUAGES

Hindi
Native   ●●●●●

English
Proficient   ●●●●○

PASSIONS

🎵 Music

✈ Traveling

📷 Photography

⚽ Sports