

# Manoj Kashyap

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## CAREER OBJECTIVE

I would like to be a part of an organization where I could use and enhance my knowledge and skills for the development of both the organisation and myself.

## EDUCATION

### Bachelor of Arts

School of open learning  
Delhi University  
New Delhi, Delhi

**Graduated, July 2014**

GPA 4.3

### 10+2

G.B.S.S.S No:3 Badarpur  
CBSE Board  
New Delhi, Delhi

**Graduated, July 2011**

Marks 57%

## Professional and Computer Qualifications

- Software Engineering from NIIT 2014 – 2016 (New Delhi)
- A.D.C.A from SDIT Computer Education (New Delhi)
- Advance Excel 2010
- Professional English Certified

## Work Experience

February 2019 – Current

### Billing Analyst

Mdeverywhere India Pvt Ltd. (EMDS)  
Noida Sec-58, Uttar Pradesh

- 3.2 years of experience in Medical Billing as Charge Posting Executive on Various Softwares .
- 6 Months of experience in Medical Billing as EDI Rejection expert.
- Currently working as a Senior Billing Analyst (Rejection Expert in EDI) in EMDS Aria, NOIDA, U.P.
- Experience of Different types of Software for Charge Posting like Kareo, Health Fusion, Practice First, Medical Manager (MM) and Aprima.
- Worked and working on different clearinghouse like Trizetto, Emedix, EDI Insight etc.
- Worked on Prebills and Unbilled.
- Ability to read, interprets, and interpret Explanation of Benefits (EOBs) and Facesheet.
- Strong knowledge of EDI Rejections.
- Good Knowledge of Cpt, Modifiers, POS, insurance eligibility verification, Hmo and PPO, Medicare, Medicaid and other commercial payers.
- Understanding of healthcare revenue cycle.
- Basic understanding of ICD-10, Denial Codes and medical terminologies.

May 2017 – January 2019

### Assistant Accountant

Sadhna Buildcon Pvt Ltd.  
Faridabad, Haryana

November 2016 – April 2017

**Marketing Executive**

Radiate e-Services Pvt Ltd.

Mobikwik and Oxygen Wallet Application

Noida, Uttar Pradesh

**Job Responsibilities**

- Working on rejections.
- Checking eligibility and benefits verification for treatments, hospitalization, and procedures.
- Reviewing patient account for accuracy and completeness, and obtaining any missing info.
- Identifying and billing primary secondary and tertiary insurances.
- Ensure patient information is accurate and complete.
- Releasing Claims through Clearinghouse
- Submission of claims

**Languages**

- Hindi
- English

**STRENGTHS**

- Good communication skills
- Typing speed 40+
- Active Learner
- Adaptable and susceptible to changes

**PERSONAL DETAILS**

Father's Name: Ganesh Lal

Birthday: November 13<sup>th</sup> 1992

Gender: Male

Marital Status: Married

Nationality: Indian

**DECLARATION**

I, Manoj, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Date:**

**(Manoj)**