

## **RESUME**

**Arun kumar. V**

No: 15, Gandhima nagar,

Coimbatore. Tamil Nadu – 641006

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### **Professional Summary**

US based Medical Billing professional with 7+ year's experience on handling AR Revenue Generation and Billing. Currently working as a Quality Group coordinator for two locations with the team size of 16 auditors . Handling RCM process for the client and regulating the Cash Flow in accordance with all the Compliance and Regulation.

### **Career Objective**

To pursue my career in an invigorating environment and to get a challenging position in where I can grow professionally and become a valuable asset.

### **Career Highlights**

I have received the below recognition for my continuous exceptional performance.

- Awarded with best performer of the month and best Group coordinator of the quarter.
- Supported in Business research development team for appeal automation process.
- Successfully transitioned an 4 month old RCM project to another location after stabilizing it

- Along with sound experience in AR vertical, additionally having knowledge in Complete RCM processes as follows, End to end Demo / change entry , Patient billing , Appeals, Provider enrollment & Refunds

### **Work Experience:**

#### **1. Vee technologies Pvt Ltd**

Joined on April 2015 – May 2016  
Job Title AR Specialist

#### **2. Wave online Pvt Ltd**

Joined on June 2016 – December 2016  
Job Title Senior process executive.

#### **3. LogixHealth Solutions Pvt Ltd**

Joined on December 2016 – April 2021  
Job Title \* **Senior provider reimbursement specialist** – ATB process  
\* **Senior Quality analyst** - Provider Reimbursement department.

#### **5. Quintessence business solutions**

Joined on May 2021 – Current  
Job Title **Group coordinator Quality ( Billing & AR)** - Handling Team size of 16 Quality Analysts Coordinating in two locations.

## **Present roles & Responsibilities as Group coordinator**

### **Client Management:**

- First level SPOC with clients to make sure cascading new updates to team / responding to their clarifications & escalations as per TAT.
- Ensure reconciliation status shared to client on daily basis.
- Quality and training SPOC for new client transitions.
- Publishing monthly / weekly reports to clients and Management.
- Make sure planning and completing random / needy base inventory requests from client as per their expectations on TAT.
- Maintaining healthy and high professional communication with client to maintain the business and grasp new business to the company.

### **Team Management:**

- Monitor, identify and resolve performance/behavior/attendance issues using prescribed performance management techniques.
- Conducting daily / weekly / monthly connect with team to communicate all process and client updates and documenting through MOM
- Ensure training needs of subordinates are met
- Open for Team members to approach me for all their job related needs and create a harmonious work environment
- Bridging Employee performance appreciations / issues with Hierarchy / Reporting managers on a timely manner
- Responsible for day-to-day functional supervision of work group, including work assignment and attendance monitoring; providing input into selecting, training, developing, and completing performance appraisal of work group(s) in accordance with the organization's policies and applicable compliance requirements.
- Conduct performance appraisals annually along with Manager.

### **Educational Qualification:**

Year of Passing	Degree/Course	Board of Study	Institute & Place
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2015	B.Tech- IT	Anna University	Karpagam institute of Technology, coimbatore.
2011	HSC	Matriculation	U.R.C matriculation Higher Secondary School, Erode.
2009	10th	Matriculation	U.R.C matriculation Higher Secondary School , Erode.

### **Personal Profile**

Father's Name : M. Vellingiri  
 Gender : Male  
 Marital status : No  
 Nationality : Indian  
 Permanent Address : 4/7, 3<sup>rd</sup> cross street jeeva nagar,  
 Erode road, perundurai- 6380052  
 Languages proficiency : Tamil & English (Read / write / Speak)

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### **Declaration**

I hereby declare that the above-furnished details are true to the best of my knowledge.

Place : Thank You,  
 Date : (Arun Kumar.V)