

Divendu Chakarborty

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Address: Motia city Flat No 35 A
1 Floor Zirkapur , Punjab..

Objective

3 years of experience as a Insurance verification, Charge Posting, Billing , Account receivable Authorization, Client Handling, Sales Order DME Seeking to obtain a position where my skills can be utilized and enhanced, thus contributing to the success of my employer.

Skills

Microsoft Office, Adobe, Mac OS X, Windows 10, MySQL, Data Entry, Sales, Customer Service, Medicare, Medicaid And Commercial Insurance Billing.

Education

- 10+2 from NIOS CHANDIGARH.
- 10 from CBSE CHANDIGARH
- B.A from Sun Rise University (2016)

Work Experience

- 2 Year Experience in Axtrics Solutions Health Care As AR Insurance Calling For US Health-care in Defferent State (eg Michigan,Taxes, Newyork, Illinois etc)
- 1 Year Experience in Knack Global Health Care In DME Insurance verification and Sales Order Create , Medical Records and Authorization Approval From US Health-care Insurance.

Medical Concepts :

- Ready to multitask, such as answer and operate 6 or more phone lines, have great communication skills when talking to doctors.
 - Working with patients to be able to help them understand the reasons for their medical bills and help them understand their insurance policies with what is and is not covered.
 - Responsible for charging entry and posting of insurance and patient payments.
 - Responsible for working accounts receivable to recover the most money for each practice and physician.
 - Finding CPT codes and diagnosis codes out of books and utilize the internet when needed is also a daily task perform.
 - Picking up more hours and helping with the responsibilities of front desk and billing.
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- Health Insurance/Managed Health Care
 - ICD-10-CM, CPT and HCPCS
 - Processing Insurance Claims
 - Legal and Regulatory Issues
 - DME – Sales Order / Authorization / Insurance Verifications / CPAP
 - Commercial Insurance
 - Covid – 19 Billing / Rejection / Payment Posting

ADDITIONAL SKILLS

- Excellent telephone etiquette
- Exceptiona

I written and oral communication skills

- Able to manage a variety of complex Charges Posting issues
- Excel , PDF Edit , V- Lookup , Complied Multiple Production Sheets

PERSONAL DETAIL

Name	Divendu Chakarborty
Date of Birth	24 th , May 1991
Father's Name	Chander Shekhar
Nationality	Indian
Sex	Male
Marital status	Single
Language Proficiency	English, Hindi, Punjabi
Permanent Address	Motia city Flat No 35 A 1 st Floor Zirakapur , Punjab

DECLARATION

I, hereby declare that the above furnished particulars' are true to the best of my knowledge and belief if given chance, I will prove my efficiency, my loyalty & willingness to work in a good environment.

Date:

Place:

DIVENDU CHAKARBORTY

