

CURRICULLUM VITAE

KANUPRIYA KHANDURI :

Gopal Nagar ,Near bus Stand Gurugram

Gurugram-122001

CONTACT: 7060784931

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QUALIFICATION:

- High Secondary 2011 from Uttarakhand Board
- Senior Secondary 2013 School from Uttarakhand Board
- B.Com 2013 to 2016 from Garhwal Central University, Uttarakhand
- M.Com 2016 to 2018 from Garhwal Central University, Uttarakhand

COMPUTER PROIFICIENCY:

Computer Application: Basic computer knowledge:

- MS OFFICE 2007
- Internet stuff.

PERSONAL SKILLS:

- Dedication, Punctual, Positive attitude
- Willingness to Learn and follow directions
- Good communication skills.

EXPERIENCE:. GM Analytics Solutions

22 Sep.2021 to Current

- **Authorization & Referral Executive**
- **Account Receivable Executive**

ROLES & RESPONSIBILITIES :

- Doing a thorough verification process to know the services covered to obtain pre-authorization
- Contact insurance carriers to verify patient's insurance eligibility, benefits and requirements.
- Request, track and obtain pre-authorization from insurance carriers within time allotted for medical and services.
- Request, follow up and secure prior-authorizations prior to services being performed.
- Demonstrate and apply knowledge of medical terminology, high proficiency of general medical office procedures including HIPAA regulations.
- Communicate any insurance changes or trends among team.
- Maintains a level of productivity suitable for the department.
- Clearly document all communications and contacts with providers and personnel in standardized documentation requirements, including proper format.
- Perform pre-call analysis and check status by calling the payer or using IVR or web portal services
- Maintain adequate documentation on the client software to send necessary documentation to insurance companies and maintain a clear audit trail for future reference Record after-call actions and perform post call analysis for the claim follow-up

- resolve enquiries, requests and complaints through calling to ensure that customer enquiries are resolved at first point of contact.
- Provide accurate product/ service information to customer, research available documentation including authorization, nursing notes, medical documentation on client's systems, interpret explanation of benefits received etc prior to making the call.
- Perform pre-call analysis and check status by calling the payer or using IVR or web portal services
- Maintain adequate documentation on the client software to send necessary documentation to insurance companies and maintain a clear audit trail for future reference
- Record after-call actions and perform post call analysis for the claim follow-up
- Assess and resolve enquiries, requests and complaints through calling to ensure that customer enquiries are resolved at first point of contact
- Provide accurate product/ service information to customer, research available documentation including authorization, nursing notes, medical documentation on client's systems, interpret explanation of benefits received etc prior to making the call

INTEREST:

- Playing Badminton & music.
- Reading books.

LANGUAGE KNOWN:

- Hindi & English.

PERSONAL PROFILE:

Marital status : Unmarried
Religion : Hindu
Gender : Female
Date of Birth : 01-May-1996

Dated:

Place:

(KANUPRIYA)