

Kajal Singh Parihar

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CAREER OBJECTIVE: To make use of my extensive skills in a reputed and dynamic organisation that gives me the opportunity to evolve in a professional manner.

WORK EXPERIENCE:**1. GeBBS Healthcare Solutions Pvt Ltd**

Role: Senior AR Associate

Duration: April 12, 2022 to Current

Responsibility:

- Responsible for calling insurance companies (in the US) on behalf of doctors/physicians and following up on outstanding Account Receivable.
- Make Pre-Call Analysis on claims before making calls to insurance companies
- Call insurance companies directly and convince them for payment of their outstanding claims
- Prioritise unpaid claims for calling according to the length of time it has been outstanding
- Check the relevance of insurance information offered by the patient
- Evaluate unpaid insurance claims
- Call insurance companies and check on the status of the claim
- Transfer the outstanding balance to the patient if he/she doesn't have adequate insurance coverage
- If the claim has already been paid, ask the insurance company for explanation of benefit (EOB)
- Make corrections to the claims based on inputs from the insurance company
- Coordinate with the US based client on a daily basis on the WFT's assigned.

2. R1 RCM Global Services Pvt Ltd

Role: Analyst

Duration: Dec 09, 2019 to Sep 03, 2021

Responsibility:

- I was responsible for calling insurance companies (in the US) on behalf of doctors/physicians and following up on outstanding Account Receivable.
- Make Pre-Call Analysis on claims before making calls to insurance companies
- Call insurance companies directly and convince them for payment of their outstanding claims

- I worked with the Payment variance team also where I was leading the US site for Pensacola and Tulsa. I was responsible for below things
- Identify the reason for the variance and validate payment discrepancies as per contract, 837 charges and EOB (Explanation of benefit)
- Understanding the source of the variance is the first step to resolve and obtain full reimbursement. Variances include underpayments, overpayments, and denials
- Identify and isolate payment variance trends and discrepancies, escalate as appropriate to the onshore team
- Prepare weekly reports for underpayment/overpayment reviews
- Team Management

3. Optum Global Solutions (India) Private Limited

Role: Data Loading Associate

Duration: Sept 28, 2016 to Dec 04, 2019

Responsibility:

- Responsible for updated services and rates in claim setup and creating a fee schedule for In-network and Out of network providers
- Core responsibilities are verifying the contract details, contact held between UHG and various hospital service providers for claims setup
- Loading of contract rates into system and their front-end application for claims reimbursement and medical billing
- Direct coordination with onshore team (Network Management and Tech Team) for each contract
- Each load must be 100% audit with 100% quality, in order to deliver a high standard of services and to ensure no financial impact for our clients and customers

4. Get it Grocery Pvt. Ltd

Role: Executive – Data Management

Duration: July 07, 2015 to August 10, 2016

Responsibility:

- Cleaning of Raw Data using Excel functions and formulas
- Calculating Dealer Price and Selling Price using floor and round function
- Checking of inserted and updated data using V-lookup and Index- match
- Compiling the typed data and uploading in database
- Prepare, compile and sort documents for data entry
- Check source data for accuracy
- Verify data and correct data where necessary
- Obtain further information for incomplete documents
- Update data and put remarks on unnecessary data
- Combine and rearrange data from source documents where required
- Enter data from source into prescribed database

- Check completed work for accuracy
- Store completed files in designated locations
- Maintain log books or records of activities and tasks
- Respond to requests for information and access relevant files
- Print information when required
- Comply with data integrity and security policies

ACADEMIC DETAILS:

Qualifications	BOARD/University	Year of Passing
B. Com	Delhi University	2015
H.S.C	Central Board of Secondary Education	2010
S.S.C	Central Board of Secondary Education	2008

COMPETENCIES:

- Successfully completed Rajiv Gandhi Special Adventure Program Conducted by National Service Scheme (Ministry of Youth Affairs & Sports)
- Typing speed in English above 45 w.p.m. with 99 % accuracy
- Decision making skills
- Good analytical skills with understanding of Healthcare claim processing
- Willingness to be a team player and show initiative where needed

ADDITIONAL SKILLS:

- Proficient in MS office
- Willingness to learn and high grasping power

PERSONAL DETAILS:

Date of birth: 08-02-1992

Marital status: Married

Languages known: English & Hindi

Nationality: Indian

