

## **CURRICULUM VITAE**

**Nitya Nand Singh**

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### **Career Objective**

- To strive & excel in my job to grow professionally with full potential and contribute positively to the organizational objective.
- Precise, efficient medical billing professional with over 2 year of experience in inpatient, outpatient & physician medibilling. Specialize in filling accurate claims, adjusting rejected claims and understanding insurance contracts appeals & EOB's. Additional expertise in Quality control, reimbursements and implementing improved processes to enhance accuracy of business, billing & Medical records department.

### **Core Competencies**

- Command on US Health Care (Physicians)
- Reports & Documentations
- Leadership Skills
- Team Management
- Client Relationship Management
- Medical Terminology
- Quality Assurance & Quality Control
- Analyzing & Investigating
- Principles, Regulations & Practices

### **Educational Qualification**

- **B.A (Programme) Regular from Siddharth University in 2019.**
- **XII Passed from CBSE Board in 2016.**
- **X Passed from CBSE Board in 2014.**

### **Professional Experience**

- I have worked with ICORE -E Services For 2 years from Feb. 2019 as a Senior Claim associate.
- I have recently worked with ICORE - E SERVICES Since Jan. 2021 to till 05/ 10 /2022 as a Subject Matter Expert.

### **SKILLS**

- Strong interpersonal skills
- Strong organizational skills
- Microsoft office experience and proficiency
- Strong inter personal skills
- Team work
- Leadership
- Productivity
- Problem solving
- Team work skills

### **Job Description**

- Prepare & Review Production/Quality reports /Denial Analysis Data and shared with clients on weekly/monthly basis based on the requirement.
- Handling client deliverables and project deliverables by making sure that it is done within turnaround time with efficiency along with Quality.
- Audit client issue log cases & escalated accounts on daily bases.
- Provided trainings/updates based on the requirement to make sure that we deliver our best to the client .
- Operational management, including driving up KRAs and feedback scores.
- Discuss the pattern of denials & discuss them with managers and supervisors & suggest the most appropriate solutions for the AR reduction & increase payment.
- Prepare MOM & update SOP's as per client requirement.
- Conduct PKT exams.
- Giving Software Training to the new joiners.

### **Key Responsibilities**

- Assist New folks with classroom instruction
- Adapt instructional content or delivery methods for different types of learners.
- Keep track of agent progress & struggles.
- Knowledge of US Healthcare claims life cycle covering Accounts Receivable Follow-up, Quality checks and Transaction Postings
- Strong Data Analysis skills
- I look up for new ideas by thinking out of the box to simplify the work by escalating the Claims of similar nature
- Have always maintained good track record of all the process updates which is the priority criteria for maintaining good quality scores overall till date.
- Having monthly & bi-weekly one-to-ones with all the team members to review their performances & resolving issue

### **Professional Strengths**

- Good convincing ability with effective communication.
- Open to feedback

- Self- motivated and goal oriented
- Team Spirit to achieve group objectives
- Positive attitude and hard working

### **Hobbies**

- Watching movies and painting.

### **Personal Information**

Current Address: H.no F9 Pocket 2 Mayur Vihar New Delhi-110096

Date of Birth: 07-08-1998

Marital Status: Single

Gender: Male

Languages Known: English & Hindi.

Nationality: Indian

**Nitya Nand Singh**