



CONTACT



8777380495



saradoe48@gmail.com



13H/14, ELLIOT LANE
KOLKATA-700016

SKILLS

- Team Work
- Time Management
- Leadership
- Verbal & Written
Communication

LANGUAGE

- English
- Hindi
- Bengali
- Arabic

SHAGUFTA PARVEEN

QUALITY ANALYST/SME-AR

PROFESSIONAL PROFILE

Highly analytical accounts receivable, professional with a thorough knowledge of accounting, billing & collection systems, processes and best practices. Excellent multi-tasker with positive outlook & strong communication skills.

WORK EXPERIENCE

MEDIKIGAI HEALTHCARE SOLUTION

Quality Analyst/SME

June 2022-PRESENT

Following up with unpaid claim with standard billing cycle time frame for the client and carrier. Understand the insurance carrier requirement for submitting claims and appeal. Following up with insurance company regarding any discrepancy in payment if necessary, Assigning the task for callable & noncallable accounts & also validate an individual accounts to maintain the standard of data quality.

OMEGA HEALTHCARE SOLUTION

Senior Process Analyst

Nov 2021-JUNE 2022

Checking insurance eligibility and benefits for patient as needed. Reviewing patient account for accuracy and completeness and obtaining any mission information. Also follow up with insurance company to check any unpaid & denial claims, taking initiative action on account as per eob..

VALUE RCM SOLUTION

Senior Process Analyst

Nov 2020-Nov 2021

Checking insurance eligibility and benefits for patient as needed. Reviewing patient account for accuracy and completeness and obtaining any mission information. Also follow up with insurance company to check any unpaid & denial claims, taking initiative action on account as per eob..

SOFTWARE SKILL

- MS WORD
- MS EXCEL
- PPT

WIPRO TECHNOLOGIES PVT LTD

Senior Product Analyst

APRIL 2019-OCT 2020

- Taking ownership of the rejected and denial claims and find out the root cause reason and resolve the issue.
- Responsible for efficient dealing of claims issues to completion and enabling satisfaction of customers.
- Analysis and Prioritizing the claims which was not got paid according to the Contracted rate with change health care provider.

EDUCATION

CALCUTTA UNIVERSITY

JUNE 2007-JULY 2010

BSC (HONS)

HOBBIES

