ANKIT KARKI

MBA (FINANCE)

CONTACT

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UTTARAKHAND, INDIA

DOB - 25/12/1994

PROFILE

I am an experienced senior process executive in healthcare sector seeking a full-time position in human resources where I can apply my knowledge and skills for continuous improvement of the organization.

SKILLS

- Communication
- Time Management
- Quick Decision Making
- Performing account reconciliations
- Maintaining billing system
- Analytical Thinking
- Project management

EXPERIENCE

SENIOR PROCESS EXECUTIVE
OMEGA HEALTHCARE, BENGALURU | APR 2018 - PRESENT

- Insurance, Patient Record Keeping, Data Collection and Management, Coding Patient Information, Submitting Claims, Account Reviews and Assessment
- Communicated effectively with staff, patients and insurance companies by email and telephone.
- Utilized CITRIX to manage and confirm patient data, such as insurance, demographic and medical history information.
- Gained expertise in all aspects of medical billing including filing claims, refund requests, re-filing rejected claims, completing appeals, and adjusting underpayments.
- 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.
- Perform analysis of accounts receivable data and understand the reasons for under payment, days in A/R, top denial reasons, use appropriate codes to be used in documentation of reasons for denials/ underpayments.
- 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.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION
MAHAVIR JAIN UNIVERSITY, BANGALORE | 2017 - 2020
PERCENTAGE: 61

BACHELOR OF COMPUTER APPLICATIONS
BALDWIN METHODIST COLLEGE, BANGALORE | 2012 - 2016
 PERCENTAGE: 57