

RESUME

Mukesh Singh

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Objective:

To provide my best efforts for the growth of the organization through my hard work, efficiency & trouble shooting capabilities, working with multitasking and methodological approach will always be my prime focus.

Work Experience :

- 2 Years experience in Genpact (May'18-Jul'20)
- 6 Month working in Vcare India Pvt.Ltd. (Dec'20-May'21)
- Currently I am working in Startsol software system since 2nd Oct.2021

Academic Qualifications:

- High school from U.P. Board in 2009
- Intermediate from U.P.Board in 2011
- B.com completed from Dr. B.R. Ambedkar University, Agra in 2014

Job Responsibilities:

- Research payer denials related to referral, pre-authorization, medical necessity, case management, non-covered services, and billing resulting in denials and delays in payments. Initiate appeals with insurers appropriately.
- Submit details, customized appeals to payers based on review of medical records and in accordance with Medicare, Medicaid and third party guidelines as well as UW health policies and procedures.
- Initiate peer to peer reviews as appropriate and communicate thoroughly and accurately with payers and peer reviews organization to resolve denials.
- Serve as resource for hospital case management departments regarding concurrent denials.
- Coordinate appropriate status determination using interQual, Millimal Clinical Guidelines (MCG), and Medicare guidelines.
- Identify denials patterns and escalate to management as appropriate with sufficient information for additional follow-up, and/or root cause resolution.
- Make recommendation for additions /revisions/deletions to work queues and claim edits to improve efficiency and reduce denials.
- Review payer communication, identifying risk for loss reimbursement related to medical policies and prior authorization requirements, escalates potential issues to clinical stakeholders, managed care contracting, and revenue cycle leadership as appropriate.

- Assist with complex, specialized billing and follow-up workflows including but not limited to:
 - Transplant billing and reconciliation including global billing.
 - RAC correspondence and appeal processing, as well as other audit reviews.
 - Advanced billing procedures requiring extensive communication with other departments.

Rewards & Recognition:

- Submitted better Ideas for process improvement.
- Consistently rewarded in monetary terms as an incentive on the basis of effectively and timely work.

Additional Work :

- Prepared vendor reconciliation statements.
- Vendor Set up in different different ERP (Oracle)
- Quality check and Valid rejection
- Support Team members while performing activities
- Prepared Dashboard

Computer Skills :

- MS Office, Tally & Internet & Emails.Oracle R12, Cora & RME ,ECW Software
- Well versed in MS Word, Excel

Communication and other skills :

- Excellent fluency in Hindi & English.
- Excellent mathematical, analytical and reasoning skills.

Skills and Capabilities :

- **Motivation:** Excel to grow, learn and achieve desired goals keeps me self-motivated.
- **Strengths:** Positive attitude, aggressiveness & zeal to learn and grow, Self-motivated, Belief in teamwork, Adaptable to new environment
- **Personality:** I am very hardworking, direct and flexible kind of person with high work ethic. I always give priority to my work and treat them as my personal targets which needs to be achieved before the due dates. I always work towards exceeding my manager's expectations.

Hobbies :

- Reading books and playing Cricket.

Personal Details:

Date of Birth : 25-06-1992
Father's Name : Mr. Balam Singh
Sex : Male
Marital status : Single
Nationality : Indian

DATE:**Mukesh Singh**