

# Prahlad Kumar Singh

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## CAREER OBJECTIVE

Seeking a job in any reputed organization where my skills and knowledge can be best utilized to achieve professional satisfaction and career growth.

## SKILLS

- Medical Billing
- RCM
- AR and Collection Agent
- Customer Service/Support
- Medical Claims Specialist
- Strong MS Office Skills
- Social Media
- Leadership and Communication
- Strong Work Ethics
- A responsible attitude

## EXPERIENCE

### **Fair Value, – Gurgaon – AR (Calling)**

January 2021 - Current

- Analyze denied claims, resubmission of claims, request medical records, file appeals, redeterminations, etc.
- Follow-up on Government Medicare Advantage plans regarding payments and adjustment.
- Adjusted balances left on outstanding claims per contracted rates.
- Submitted correct claims to be reconsidered for payment.
- Obtained and maintained all referrals and pre-authorizations to ensure adequate reimbursement.
- Review medical records to ensure accuracy in CPT and ICD diagnostic codes for gynecology office and hospital procedures for providers to ensure proper reimbursement for surgical and other specialized, complex procedures.

## **Savi Infoservices Pvt Ltd – Gurgaon – AR (Collection Executive)**

June 2019 - December 2020

- Verified patient's eligibility and claims with insurance agencies of USA.
- Kept accurate records of all activity and conversation of each file.
- Verifying demographic details of beneficiary.
- Follow-up with Explanation of Benefits (EOBs) and correspondence.
- Established guidelines for proper coding/billing for providers.
- Working with all types of CPTs (Operative CPTs, Emergency CPTs, etc).
- Working with all types of Modifier and Diagnosis Codes (Dx).
- Collecting payment from insurance agencies of USA on behalf of Providers
- Kept accurate records of all activity and conversation of each file.
- Provide subject matter expertise to TC & QC agents in the team.
- Managed collections claims for unpaid bills against the estates of debtors.
- Entered charges to accounts.
- Posted and adjusted payments from insurance companies.
- Worked an AR report to resolve denials.
- Corrected and resubmitted claims denied by Insurance Company.

## **EDUCATION**

### **Delhi University SOL – B.A.**

July 2019 - Current

### **10+2 – St. Rajeshwar Senior Secondary School – Mount Abu**

April 2018- March 2019

## **AWARDS**

- Interschool tournament winner of Football
- Two consecutive best Performer of Quarter Awards at Savi Infoservices Pvt Ltd.
- Participated in social activities.

## **LANGUAGES**

English and Hindi

## **CERTIFICATION**

I, Prahlad Kumar Singh hereby declare that all the information given above are true and correct to the best of my knowledge and belief.