**Kaparthy Priyanka**

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**SUMMARY**

* Over all 6 years of experience as Claims Associate in Medica at United Health Group (OPTUM).
* In depth knowledge and understanding of handling the entire Claim requests received from Hospitals.
* Focused and Goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work**.**
* Adaptable and a quick learner with skills to work under any circumstances.
* Ability to work with a team and manage team effectively by helping them in completing the task.

**WORK EXPERIENCE**

* Worked in Medica as Claims Associate for United Health Group (OPTUM), A Multinational Healthcare IT Firm-

DOJ: 04-07-2016

DOR:04-07-2022

**Key Responsibilities:**

* In-depth knowledge of medical terminology useful in reading medical reports and determining coverage.
* Intelligent in mathematics and accounting and how they apply to medical claims
* Highly skilled insurance collector with experience in denial management
* Determined the amount of coverage and sent payments to medical facilities or reimbursements to customers.
* Determine the amount of coverage a customer should receive according the procedure done and the coverage on the account.
* Manage and distribute co-pays, co-insurance maximums and provider settlements.
* Conduct regular audits of random claims for purposes of quality assurance.
* Processed assigned claims.
* Inspected apt allocation of deductibles, co-pays, co-insurance and reimbursements.
* Resolved issues involving customer complaints and claim adjudications.
* Works on Authorization and prior authorisation and review it
* Checks the eligibility verification of Authorization.
* Confirmed their diagnosis and CPT codes for the requested procedures/ visits and then contact the insurance carriers or case workers to obtain necessary authorizations.

**ACADEMIC DETAILS**

| **Course** | **School/University** | **Pass Out Year** | **%** |
| --- | --- | --- | --- |
| **MBA (Finance** | London management academy | 2016-2018 | 70% |
| **B.COM (Computers)** | Aurora degree college | 2013-2016 | 78% |
| **Intermediate** | Sri chaitanya Junior college, Hyderabad. | 2011-2013 | 73% |
| **SSC** | Surabhi Bala Vihar High School. | 2010-2011 | 61% |

**PROJECT ACCOMPLISMENTS**

1. **Academic Projects:**

* Successfully Completed Project Report on ANALYSIS ON INVESTMENT AVENUES at LONDON MANAGEMENT OF COLLEGE.

**TECHNICAL SKILLS**

* Knowledge of Basic Computer, Operating system, MS Office (Word, Excel, PowerPoint).
* Basic knowledge of C, TALLY.

**PROFESSIONAL SKILLS**

* Adaptable to any kind of situation.
* Zeal to learn.
* Proactive Team Player.

**ACHIEVEMENTS AND ACTIVITIES**

* Organized Abdul Kalama’s event at college.
* Volunteer at RED CROSS.

**PERSONAL INFORMATION**

* Name : Kaparthy Priyanka.
* Fathers Name : Kaparthy Ravinder.
* Date of Birth : 14-04-1995
* Sex : Female.
* Marital Status : Single.
* Nationality : Indian.
* Religion : Hindu.
* Languages : English, Hindi, Telugu.

**LEISURE INTEREST**

* Listening to music.
* Playing Shuttle, Throw ball and Painting.

**DECLARATION**

I do here by declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

(Kaparthy Priyanka)

Place: Hyderabad

Date: