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**CURRICULAM VITAE**

NAVEEN MADAN

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Mob: 7838647414, 9711899437

To achieve a challenging position in an organization where I can enhance my professional skills and strengths in conjunction with company’s goal and objective.

CAREER PROFILE

**Career Contour and professional Synopsis**

**Sr. AR Executive in Pacific BPO, an Access Healthcare Company (Health Care Process) Noida (Nov 2020 to Till Date)**

**Key Responsibilities:-**

* AR follow up and denial management.
* Taking Authorization for outpatient lab services on priority.
* Verified insurance eligibility for patient via insurance portals and

Telephone.

* Taking authorization through website, by calling payer or faxing

the Clinical Doc.

* Maintain adequate documentation on the client software to send necessary documentation to insurance companies and maintain a clear audit trail for future reference.
* Assess and resolve enquiries, requests and complaints through calling to ensure that customer enquiries are resolved at first point of contact**.**
* 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.

**Sr. Process Executive in AR at R1RCM (Health Care Process) Noida (Nov 2019 to 13 Mar 2020)**

**Key Responsibilities:-**

* AR follow up and denial management.
* Online claims correction and appealing.
* Resubmit insurance claims as necessary, knowledge of timely filing restrictions..
* Process claims with correct authorization to reconcile and work on the ageing status of respective queues.
* Processing a high qualified professional in EOB.
* Creating final letter and send it to the end providers.

**Sr. Process Executive at Concentrix Aetna (HealthCare process) Gurgaon (Dec 2018 to 11 Oct 2019 )**

**Key Responsibilities:-**

* Working on mainframe.
* Analyze and validate the information on mediclaims received.
* Calculate the negotiable amount for the services done on mediclaims.
* Verify the deductible, co-pay, co-insurance as per Customer Clinical information.
* Hold the claim if the other information required related to the services done on claim.
* Send the Claim to other areas for validation of payment, if required.
* Responsible for timely process the claim according to company policy.

**Sr. Process Executive at Cognizant Technologies Solutions (HealthCare process) Noida (May 2014 to May 2018)**

**Key Responsibilities:-**

* Send the Claim to other areas for validation of payment, if required.
* Working on mainframe..
* Analyse and validate the information on mediclaims received..
* Verify the deductible, co-pay, co-insurance as per Customer Clinical Information..
* Hold the claim if the other information required related to the services done on claim
* Calculate the negotiable amount for the services done on mediclaims.
* Responsible for timely process the claim according to company policy.

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ACADEMIC QUALIFICATION

* Bachelor in Computer from Agra University 1999-2002.
* Intermediate from Rajasthan Board in 1999.
* 10th from CBSE Board in 1997.

EXTRA CURRICULAR ACTIVITIES

* Participated in various co-curricular activities and spot events at inter-school and inter college levels.

Member of cultural events of SIMS.

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PERSONAL PARTICULARS

Father’s Name : Mr. R.D.Madan

DOB 5th April 1980

Marital Status : Married.

Sex : Male

Languages : English, Hindi

(NAVEEN MADAN)