CHEMMALA MOUNIKA

Mobile no: 9000867682

Hyderabad

500032

E-mail: chemmalamounika465@gmail.com

**Career Objective:**

To seek a career in a progressive organization and contribute towards its success through the use of exceptional customer service, professional knowledge and managerial skill that allows scope for organization growth and self-excellence.

**Profile:**

* Possess strong analytical and problem-solving skills, with the ability to make well thought out decision
* Friendly, independent person who would like to update as per the new developments
* Readiness to take up Responsibilities
* Highly trustworthy, discreet and ethical
* Resourceful in the completion of projects, effective at multi-tasking
* Ability to work under pressure in fast-paced environment

**Work Experience:**

**38 months with Anion healthcare service.**

**Process: Provider loads**

Job duration: May 4th 2016 - June 22nd 2019

Designation: Billing Associate

**Responsibilities**

* Checks for credentialing part of each Provider / Professional by reviewing HCFA Paper Claims & EDI Claims
* Will review each spread sheet for in-house credentialing providers and works on configuration process by assigning contract as per given grid
* Pulling Pended codes from client application and clearing all pend codes in each claim
* Timely interaction with Audit team to get rid of Errors in current working process
* Follows HIPAA guidelines strictly to protect PHI

**6 monthswith Optum Global Solutions/United Health Group.**

**Process: Prime - Plan Changes**

Job duration: July 4th2019 - January 18th 2022(Contract – Payroll via Artech Infosystems)

Designation:SeniorClaims Associate

**Responsibilities**

* Worked for prime plan change process, Analysing the request received via email
* Processing plan changes with required documents within TAT with 100% quality
* Installing overall employer contract loading: plan, rates, enrollment and requested changes in system per guidelines and SOP
* Auditing contract loads for adherence to quality measures and reporting standards
* Structure building and auditing the cases prior sending the confirmation of plan change
* Communicating effectively & seek additional information from internal partners& clients (Renewal Account Executives, Health Plans, Agents, Financial Underwriters & Speciality Underwriters) to clarify discrepancies and/or gather missing information
* Implement strong analytical skills to complete the request in a quick and fancy way
* Test/confirm contract installations/implementations are performing effectively post-implementation
* Create rates & enrollment report& share the final copy to the requestor & agents
* Update relevant tracking systems with issues, workarounds and resolution information

**Skills:**

* Languages : C, C++, basics of java,
* Operating system : windows 7, windows xp
* Databases : Sql
* Web Technologies : HTML
* Applications : Ms-Office(word, excel, power point)

**B.Tech Project**

* Title: Project evaluation system.
* Software used : ASP.NET
* Description: This project is aimed on the main objectives on this web application is focused on the students who were in final year in mid of the semesters like to submit their projects to the HOD using their own college websites.

**Professional**

* B.Tech computers and science with 64.50%
* Intermediate from Narayana Jr College
* SSC from Greenwood high school

**Personal Information:**

Name : Chemmala Mounika

Father name : Chemmala Jayadev

Mother name : Chemmala Sandhya Rani

D.O.B : 06-04-1995

Gender : Female

Nationality : Indian

Languages known: English,Telugu

**Declaration:**

I hereby declare the information furnished above is true to the best of my knowledge.

Place: Hyderabad

Date: [chemmala mounika]