RESUME

K. SRINIVAS

H.No:8-4-369/265, Mailid: srinu.rockzs@gmail.com

Banjara Nagar, MOBILE: 8125995939

BoraBanda,

Hyderabad- 500018.

|  |
| --- |
| **SUMMARY** |

Thorough and knowledgeable Insurance Claims Processor looking to obtain a position in which my experience and potential can be fully utilized.

* Over all 6 years of experience as Process Expert in Medica at Optum Global Solutions.
* In depth knowledge and understanding of handling the entire Claim requests
* Focused and Goal driven with strong work ethics, continuously striving for improvement
* coupled with commitment to offer quality work.
* Ability to work with a team and manage team effectively by helping them in completing the

task.

|  |
| --- |
| **Experience** |

* Working as Process Expert in United Health Group (OPTUM), A Multinational Healthcare IT Firm – Working since July 2016

|  |
| --- |
| **Key Responsibilities:** |

* In-depth knowledge of medical terminology useful in reading medical reports and

determining coverage.

* Investigate the claim to ensure it is accurate and true.
* 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.

* Upgrade Eligibility verification process with our standard operating procedures.
* Process all insurance claims by reviewing the customer’s policy in relation to the claim.
* Released payment checks or rejection notices.
* Investigated verified recorded and covered all insurance claims made by customers.
* Cross referenced insurance claim with insurance policy coverage and benefits to determine validity of the claim.
* Manage and distribute co-pays, co-insurance maximums and provider settlements.
* Conduct regular audits of random claims for purposes of quality assurance.
* Resolved issues involving customer complaints and claim adjudications.
* Works on Authorization and prior authorization 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.

|  |
| --- |
| **Educational Qualifications** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Institute | Board/University & Specialization | Year of Passing | Percentage  (%) |
| MBA | LONDON MANAGEMENT ACADEMY | MBA Specialization ( Human Resources) Osmania University | 2018 | 70 |
| Degree | Aurora Degree College | B.Com (Computers) Osmania University | 2016 | 67 |
| INTERMEDIATE | BSRV Naidu Junior College | Board of Intermediate Education | 2013 | 85 |
| S.S.C | Sri Vivekananda High School | Board of Secondary Education | 2011 | 80 |

|  |
| --- |
| **PROJECT ACCOMPLISMENTS** |

**Academic Projects:**

* Project Report on RECRUITMENT AND SELECTION PRACTICES at BHEL at London Management Academy.

**ACHIEVEMENTS AND ACTIVITIES**

* Star Award Performer for Maintaining Quality Accuracy.
* Bright idea’s award for Automation

|  |
| --- |
| **Technical Skills** |

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

|  |
| --- |
| **Strengths** |

* Adaptable to challenges.
* Responsible, Energetic, Dedicated, Self-Motivated with proactive to work.
* Zeal to learn new things.

|  |
| --- |
| **Hobbies** |

* Playing Caroms, Cricket.
* Listening Music.

|  |
| --- |
| **Personal Profile** |

Name : K. Srinivas

Father Name : K. Laxminarayana

Date of birth : 16-07-1995

Gender : Male.

Marital Status : Un-Married.

Nationality : Indian.

Languages Known : English, Telugu and Hindi.

|  |
| --- |
| **Declaration** |

I hereby declare that all the above given details are true best to my knowledge and belief.

**Place: Hyderabad**

**Date: (**K.Srinivas**)**