**Pawan Kumar Singh**

Address: Plot-3/304, Sarhaul, Sector-18

Gurugram, (Haryana)

Mobile: 9319650946

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**Career Synopsis:-**

Motivated medical billing specialist with over 5 years of experience in US healthcare Revenue Cycle Management (RCM). Highly skilled in obtaining prior authorization, analyzing and validating patient information, eligibility and referrals. Hardworking skills that enable the processing of high volumes of patient information to achieve revenue generation goals.

**Work experience:**

1. **Jorie Healthcare pvt. ltd**

Designation : Assistant Team lead

Location : Mohali

Tenure : Apr, 2022 - Present

1. **Medropolitan Healthcare**

Designation **:**  SME- AR & Auth

Location : Gurgaon, India.

Tenure : Apr, 2017 – Mar, 2022

1. **Phoenician Medical Center (Medical Support Systems)**

Designation **:**  Billing executive

Location : Gurgaon, India.

Tenure : Feb, 2014 – March, 2017

Key Responsibilities:-

* Review appointments where authorization is needed for OFFICE VISIT/SURGERY and initiate authorization over the call, through web portals, by filling up auth forms and fax them to insurance.
* Working on auth denials cases & scheduling peer to peer or appeals if needed.
* Make follow up calls to check the status of authorization submitted.
* Prepare post assessment report which includes arrived, cancelled and denied auth patients along with their reasons. By this report doctor can have a close look on the cancelled and denied patients and the reasons why the patients could not take the services.
* Good knowledge of CPT, CDT & DX codes of pain managment medical & dental services.
* Taking care of medical and optometry authorization.
* Handling Eligibility process.
* Manage & resolving client queries on emails.

**Educational Qualification:**

* B.sc from **Veer Kunwar Singh University** Patna.
* Intermediate from **B.S.E.B** Patna.
* Matriculation from **B.S.E.B** Patna.

**Skills & Knowledge:**

* HIPPA Regulations
* Epic software
* eCW software
* MS-Word, Excel, PowerPoint, Outlook.
* Diploma in computer application

**Personal details:**

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| --- | --- | --- |
| Father’s Name | **:** | Surendra Prasad singh |
| Sex | **:** | Male |
| Date of Birth | **:** | 05-09-1992 |
| Languages Known | **:** | English , Hindi |
| Marital Status | **:** | Unmarried. |

**Other interests:**

Listening music, football, cricket.

**Declaration:**

I confirm that the information provided by me is true to the best of my knowledge and belief.

**(Pawan singh)**