

MANOJ R G

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SUMMARY

Dedicated and adaptable professional with hands on experience in US Healthcare as an Accounts Receivable Executive, coupled with a keen interest and expertise in the Indian insurance sector as well. Looking for a challenging position to enhance my skills about new and emerging trends in the corporate sector as well as for the growth of organisation.

PROFESSIONAL EXPERIENCE

Sys Information Healthcare India Pvt Ltd , Mysuru

Accounts Receivable Executive - October 2022 – July 2023

- Knowledge of medical coding systems including CPT, ICD-10, HIPAA and HCPCS.
- Interpreted medical records, procedures codes to accurately submit insurance claims.
- Conduct comprehensive analysis of denied claims to identify patterns, trends and root causes.
- Conducted medical coding and billing tasks, ensuring compliance with coding guidelines and regulations.
- Collaborate with billing team to resolve denied claims to determine underlying reasons such as coding and billing discrepancies, ensuring accurate and timely claim submission.
- Followed up with insurance companies to resolve claim denials and ensure timely reimbursement.
- Prepare and submit appeals for denied claims, adhering to payer specific guidelines and deadlines.
- Communicating effectively with payers representatives to negotiate favourable outcomes and address payment discrepancies.
- Present findings and recommendations to senior management for continuous process enhancement.

EDUCATION

Maharaja's College, Mysuru – 2020-2023

Bachelor of Business Administration

Finance, Business, Human Resource Management

Secured 7.0 CGPA

Final Year Project

Project Title: Risk and return analysis of selected companies across different sectors.

Project Description :

Conducted an in depth analysis of the risk and return profiles of prominent companies of different sectors. Collected and curated financial data from multiple sources, ensuring accuracy and reliability for analysis. Presented findings in a comprehensive report highlighting key insights recommendations for investors and stakeholders.

TECHNICAL SKILLS

- Computer Proficiency, Word processing
- Email management, Web browsing, Internet safety
- Microsoft Office Suite
- Basic troubleshooting, Introduction to cyber security, Data management

SOFT SKILLS

- Good communication skills.
- Strong customer service skills.
- Ability to work independently and as a part of a team.
- Ability to handle stress and meet deadlines.

LANGUAGES

- Kannada
- English