**RAGHAVENDRA **

Email: raghavendra.333354@2freemail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OBJECTIVE**

* To obtain a challenging position in the reputed organization, this can provide opportunities and an environment to enrich my knowledge.
* To use my competencies to bring out the best in myself so to reap the best results for the organization.
* To work with full dedication and commitment towards the organization.

#### SUMMARY:

* Over 2 years of Experience in Hospital Administration as **Operations Executive and Insurance Coordinator** at **People’s Hospital**, Pragathi Nagar,Hyderabad.
* Over 5 years of Experience in Hospital Administration as **Front Office Executive & Billing Executive** in **DivyaSree Hospital**&**KK Hospital**, Anantapur.

**ACADEMIC QUALIFICATIONS:**

|  |
| --- |
| * **Graduation** from **Gulbarga University.**
* **Intermediate** from **Govt. Junior college**, ANANTAPUR.
* **SSC from** Jawahar School, Dharmavaram,Anantapur (dist)
 |

**WORK EXPERIENCE:**

1. Working as **Insurance Coordinator –Prime Hospitals (Multi specialty), Ameerpet, Hyderabad (**Aug 2016 - Till date)

**RESPONSIBILITIES**

* Perform various administrative and clinical duties under the direction of administrator.
* To meet Departmental Heads in coordination of their activities and formulate programs for the Hospital in solving Administrative problems.
* Obtaining approvals from various insurance companies utilizing both paper and electronic authorization.
* Coordinating with Insurance Companies for coverage, rejections and queries involving authorizations.
* Uploading approvals in the software and encoding the data in excel sheet for tracking purposes.
* Organizing and sorting approved and rejected request in preparation for patient booking schedule.
* Checking of Surgery Booking List to validate patient’s request for surgery.
* Liaises with insurance providers, doctors, medical coders, and rarely patients regarding eligibility, schedule of benefits, and other queries.
* Schedule appointments for patients.
* Maintain medical records.
* Answering calls for appointments
* Refer patients to appropriate staff concerning queries about medicines and treatment
* Maintain records of purchased equipment and other medical supplies
* Initiate and maintain correspondence with patients and insurance companies
* Daily patient’s rounds enquire about their problem/complaints and to ensure that patient is being taken care.
* Ensure accurate application of contractual prices and discounts,schedule of benefits, correct allocation of benefits,collection of deductibles,co-payments,observance of policy limits and adherence to claims submission protocols.

**CORE STRENGTH:**

* Presentation Abilities
* Computer Literate
* Marketing Strategy

**COMPUTER SKILLS:**

* MS OFFICE
* Proficient in Microsoft Excel, Access databases.
* Knowledge HIMS software

**LANGUAGES KNOWN**

 English, Hindi, Telugu, Kannada & Tamil

**PERSONAL INFORMATION:**

Date of Birth : 25 – 08– 1979

Marital Status : Unmarried

Nationality : Indian

Date: 09/1/2017

Place: Hyderabad. (**RAGHAVENDRA)**