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|  |  | **Medical Insurance Executive With 2 Years’ Of Experience In Health Care Industry**SUMMARYTo work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization. |
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|  |  | ExperienceProcess Executive, Chennai - India Dec ’14 – Present* Liaises with U.S medical insurance companies for obtaining information on new, existing policies and their coverage.
* Proficient in entering the EMR / EHR (Electronic medical/health records) such an e-claim submission, e-prescription of medical center in “CITRIX” software.
* Precisely completing appropriate claims paperwork, documentation in the “Enrolment” software.
* Responds to patient’s queries regarding the coverage of medical benefits.
* Assisting patients in filing e-forms and tracking insurance claims and informing patients of their claims status. Obtains authorization for procedures and services, as required.
* Coordinates with the insurance companies and patients regarding outstanding balances. Researches and resolves insurance billing issues.
* Verifying patients’ eligibility and claims status with insurance agencies.
* Formulates and implements SOP for insurance practices in the hospital. Ensures adherence to the same for smooth running of insurance operations.
* Maintaining strict confidentiality of medical records and other related documents.
* Maintaining current knowledge of U.S regulations and laws related to the insurance industry.
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|  |  | EducationSRM University, Chennai - India 2014Bachelor of Application Science (BCA)Sri Venkateswara Matric. High Sec. School, Chennai - India 2011Higher Secondary (HSC) |
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|  |  | personal Skills* Proficiency in Microsoft Office (Word, Excel, and Power Point)
* Demonstrate ability to handle multiple duties and tasks concurrently
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|  |  | extra curricular * Won certifications in sports activities like Football, Cricket, Kho Kho in tournament level.
* Won awards for Athletic games in school level competition.
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|  |  | personal details* Date of Birth : 31 Aug, 1993.
* Gender : Male.
* Marital Status : Single.
* Nationality : Indian.
* Languages Known: English, Tamil.
* Passport No. :
* Visa Status : Visit Visa
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|  |  | declarationI Kishore M hereby declare that all the above furnished details are true the best of my knowledge.SUMMARYTo work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization. |