OBJECTIVES

**CURRICULAM VITAE**

**OBJECTIVES**

 To take up a challenging and multi dimensional profession in a prestigious and esteemed organization where my professional skills and knowledge can be utilized, and to grow along with the organization.

PER

SONAL SKILLS:

**PERSONAL SKILLS**

Comprehensive problem solving abilities, excellent verbal and written communication skills.

 **EDUCATIONAL QUALIFICATION**



Bachelor of Labour Management from Madras University 2014. H.S.C, Jaigopal Garodia Higher Secondary School. Chennai.

Personal Traits

:

**PERSONAL TRAITS**

o Ability to co-ordinate with people

o Ability to handle pressure

o Good communication and presentation skills

 o Fluency in English

o Reliable and punctual

 o Sincere in work environment

o Tolerate stress

Computer Skills:

**COMPUTER SKILLS**

Operating Systems : MS DOS, Windows 9x, Windows 2000, Windows XP Application : Ms Office .

# EXPERIENCE - Jan 2017 to Sep 2018 – Accenture Solution Private Ltd



**Transacting new process associate**

**Roles and responsibilities :-**

* Ensured adherence to company policies associated with record establishment, retention, maintenance and confidentiality.
* Abided by HIPAA requirements and standards by ensuring and protecting consumers' confidential, identifiable, and professional information to third parties.

**Enrollment:**

* Operated with an extreme level of accuracy while consistently maintaining a 98% quality score of all completed application.
* Identified mistakes, omitted information, and missing forms and attachments and relayed the information to the provider and/or the provider's representative to ensure timely completion
* Ensured integrity of enrollment eligibility processes.

**Adjudication** :

* Determined if claim submission was completed correctly, verified data and entered into system for adjudication
* Worked directly with beneficiaries to resolve any errors and answer any questions regarding eligibility status. Reviewed payments history to determine final payment amount, if any
* Processed claims adjustments when applicable. Processed stop payments, cancellations and voids and analyzing duplicate claims.
* Knowledge and use of ICD-9, ICD-10 and CPT coding.

## PERSONAL PARTICULARS

 Name : Kalaivani Sathishkumar

 Date of Birth : 14/th November 1993

 Nationality : Indian

 Marital Status : Married

 Languages Known : English & Tamil

 Email I.D : kalaivani.e14@gmail.com

 Contact no : 9962391154

## DECLARATION

I hereby declare that all the above stated details are true to the best of my knowledge.

###  (KALAIVANI S)