

KRISHNA SINGH

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Address: 32A, Ashpurna Enclave,
Jodhpur (RJ), India

Professional Summary

Accomplished and energetic Manager with a solid history of achievement in the medical field. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include Leadership, Information Technology and Customer Service.

Skills

Leadership, Facilities Management, OSHA, Management, Team Building, Team Development, Excel Spreadsheets, Microsoft Office, Liaison & Coordination, Medical Records Management, Guest Service, Operations Management, Excellent Communications, Motivation, Time Management, Etc.

Work Experience

Sr. Executive - TPA

Medipulse Hospital (A Unit of Jodhpur Healthcare Pvt. Ltd.) - Apr, 2019 – Current

- Credit Billing with various TPA and Organization.
- Customer Services and patient dealing.
- Documentation.
- Patient Counseling and Admission.
- Dealing with Government and Public Sector Units.
- Working of TPA/ECHS/CGHS/ESIC/Railways/Aayushman Bharat Yojana.
- Bill processing and Submission of hard copy & soft copy to concern organization.
- Query and NMI(Need More Information) reply.
- Payment Settlement.
- Empanelment with TPA and Government Organization.
- Auditing of Credit Bills.

Assistant Administrative Officer

Goyal Hospital & Research Center Pvt. Ltd. - Jan, 2018 – Mar, 2019

- Credit Billing with various TPA and Organization.
- Customer Services and patient dealing.
- Documentation.
- Patient Counseling and Admission.
- Dealing with Government and Public Sector Units.
- Working of TPA/ECHS/CGHS/ESIC/Railways/Aayushman Bharat Yojana.

- Bill processing and Submission of hard copy & soft copy to concern organization.
- Query and NMI(Need More Information) reply.
- Payment Settlement.
- Empanelment with TPA and Government Organization.
- Auditing of Credit Bills.

Sr. Executive – Billing

Goyal Hospital & Research Center Pvt. Ltd. - Nov, 2016 – Dec, 2017

- Cash & Credit Billing of various TPA and Organization.
- Customer Services and patient dealing.
- Documentation.
- Patient Counseling and Admission.
- Billings of TPA/ECHS/CGHS/ESIC/Railways/Aayushman Bharat Yojana.
- Auditing of Cash & Credit Bills.
- OPD & IPD Billing.
- Making Health Packages.

Computer Operator

Goyal Hospital & Research Center Pvt. Ltd. - Apr, 2016 – Oct, 2016

- Discharge Summary Typist.
- CT/MRI/Sonography/X-Ray Typist.
- Customer Services and patient dealing.
- Officer order and various letter drafting.
- Documentation.

Executive – Receptionist

Goyal Hospital & Research Center Pvt. Ltd. - Jun, 2015 – Mar, 2016

- Cash & Credit Billing of various TPA and Organization (Only Night).
- Customer Services and patient dealing.
- Documentation.
- Patient Counseling and Admission.
- Billings of TPA/ECHS/CGHS/ESIC/Railways/Aayushman Bharat Yojana. (Only Night)
- OPD & IPD Billing.
- Enquiry & Information about OPD & IPD Timing.
- Tele-Caller.

Education

Bachelor of Business Administration (BBA) (Jai Narayan Vyas University – Jodhpur (RJ), India)