



SOWMIYA B

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sowmivdartinc@gmail.com

SKILLS

- Insurance verifying
- Processing Eligibility
- Claims Processing
- Benefits Analyzing
- MR Handling
- PMS Handling
- Staff supervision
- Planning and Coordination
- Flexible and Adaptable
- Written Communication
- Good Telephone Etiquette
- Attention to Detail
- Analytical and Critical Thinking
- Teambuilding
- Time management
- Ability to grasp and learn things fast

LANGUAGES

Tamil: Native language

English: C1
Advanced

Malayalam: C1
Advanced

TECHNICAL SKILLS

- MS Excel (VLOOKUP, Formulas & Functions, Sorting, IF's/Pivot, Conditional Formatting)
- MS Office
- Google Forms

PROFESSIONAL SUMMARY

- 4 Years and 5 Months experience in Cascade Revenue Management Kakanad Infopark, Ernakulam, Kerala
- 1 Year and 5 Months experience in Omega Healthcare Pvt.Ltd Trichy.
- Worked as an AR Associate
- Motivated AR Associate successful at managing Patients Demographics, PMS, Charts, and Checking Insurance Benefits.
- Handling Medical Records and processing authorizations in a timely manner.
- Excellent problem solving analytical and interpersonal skills
- Communicated with Providers, Front Offices, and Insurance Representative's regarding Patients Insurance and Benefits

WORK HISTORY

AR Associate Cascade Revenue Management, Kakanad Kochi (2018 Nov - 1 to 2023 April - 5)

- Good Experience in Eligibility Verification and my aim to get providers paid.
- Experience in Authorization management for sending fax to provider and get authorization from the provider and submitting to the Insurance.
- Creating and getting authorization in portals and Availity.
- Sound Knowledge in billing software like PCVA (RDP) & Medgen Software and Insurance websites like (Availity, Freedom, WellCare, Tricare4U, Humana Military, Etc.)

Executive RCM Billing Omega Healthcare Pvt.Ltd Trichy (July 18, 2017 to October 17, 2018)

- Good Experience in Correspondence management and my aim to get providers paid.
- Experienced in analysis of denials and worked for MedData Client

and insurance companies

- Sound knowledge in billing software like Gpms (Group management system) and Insurance websites like (Ecare, Availity, Ecommerce, Practice Fusion)
- Exceptionally strong demonstration and presentation skills
- Excellent communication skills
- Reliable employee who never misses a deadline

Technical Recruiter VDart, Reveillie Technologies and Cortex Pvt.Ltd,
Chennai (March 18, 2015 to May 17, 2017)

Good experience in Canada & US IT recruitment and my aim is to build a carrier which will help me to explore myself and occupy a key position in organization.

RESPONSIBILITIES

- Handled Contractual and Permanent for Junior Level, Middle level and senior level IT positions for Client's handling.
- Hired candidates from various parts of world.
- Sourcing profiles from various sources like Job portals, Employee referrals, Headhunting, posting jobs in various portals, database.
- Administer full cycle of recruiting for all circle level positions.
- Provided temporary and permanent staffing support for clients to hire professionals across different skill sets and domain like Banking and Financial services, Information Technology.
- Responsible for Requirement analysis, Sourcing, Screening, Candidate interaction through mail/phone, Resume databank, Interview co-ordination.
- Responsible to collect all documents and passports from candidates from Overseas and Apply for Employment Pass and ensure that they on-board and join with us.

EDUCATION

06/2014

MCA, Computer Application

DMICE, POONAMALLEE, CHENNAI

11/2010

BBA, Business Administration

APAC, PALANI.

03/2005

HIGHER SECONDARY

TGHSS, SRIRANGAM, TRICHY

03/2007

HIGH SCHOOL

TGHSS, SRIRANGAM, TRICHY