



KARTHIK BALAKRISHNAN

CONTACT

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- Al Ain, UAE

EDUCATION

- 2006 - 2009
- MADRAS UNIVERSITY
- DRBCCC HINDU COLLEGE
- Bachelor of Business Administration

PERSONAL DETAILS

- Date of Birth: 15/09/1987
- Marital Status: Married
- Visa Status: Dependent Visa
- Nationality: Indian
- Passport Number: C3293559

SKILLS

- Communication
- Attention to detail
- Customer service
- Claims and denial management

LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- Telugu (Fluent)

PROFILE

Proven expertise in claims and denial management, honed at Legacy Health Med, showcasing strong attention to detail and exceptional communication skills. Excelled in maximizing collections and enhancing customer service, achieving significant improvements in timely reimbursements. Demonstrated proficiency in financial transactions and customer care, contributing to streamlined operations and increased efficiency.

WORK EXPERIENCE

Legacy health med

MAR 2022-JUN 2024

Accounts Receivable Caller

- Claim analysis.
- Denial Management.
- Answered and responded to queries through calls and emails from US based Ambulatory Surgical centers and Insurance companies
- Claim status verifying through web portals (eg. Availity & UHC portal).
- Handled claim procedures effectively and follow-up with Insurance companies
- Coordinate with insurance companies to maximizing collections and timely reimbursement.
- Medical records and missing documents send through portal for denied claims.
- Claims resubmission

Apollo health & lifestyle ltd

Nov 2017-Aug 2020

Senior Front Office Executive and Patient Care

- Corporate & Retail medical billing
- Patient care
- Reports Follow-up & Dispatch {Corporate and Retail}
- Mail Handling for reports sending
- Phone Calls Handling for Dr appointments
- Cash Handling
- Doctors appointments Maintenance in software
- Customers Follow up

Muthoot finance ltd

Apr 2016-Aug 2017

Junior Relationship Executive

- Gold loan processing
- Financial transactions
- Gold Appraisal
- Forex

- Cash handling
- Money transfer
- Internal auditing
- KYC preparation
- Documentation & Filing

• **Sarayau Medical center**

Apr 2012-Oct 2015

Admin Head & Accounts Assistance

- Assisting banking & statutory related works
- Petty cash maintenance
- Maintaining daily financial transactions of Front Office & Pharmacy.
- Cash handling and billing
- Assisting E - Filing of monthly sales tax returns.
- Monthly TDS payments for doctors & vendors
- Checking pharmacy purchase bills & internal auditing.
- Daily & Monthly MIS updating
- Maintaining hospital requirements.
- Maintaining staff's attendance
- Managing doctors & staff's salary.
- Maintaining doctors & staffs biodata
- Maintaining security & housekeeping services
- Maintaining all documentation and filing.
- Maintain data, forms and all patients record

• **Cholamanadalam Finance Ltd**

Nov 2011-Mar 2012

Associate Operations Executive

- Vehicle loans status analyses
- Loan closer process

• **EXPERTISE**

- Medical Knowledge
- Insurance Claims and Denial management
- Coding Guidelines
- Clinical Documentation
- MS office
- Cash handling

Signature