

PINKY JOSEPH

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CAREER OBJECTIVE

To be part of professionally managed dynamic organization this provides ample opportunities for growth and individual development with opinion utilize my educational experience.

TO PROFESSIONAL EXPERIENCE: 6 YEARS

❖ SUNRISE HOSPITAL KAKKAND ERNAKULAM

200 Bedded Multispecialty Hospital Position: Assistant IP & OP Accountant

I have Six Year experience in Finance Department as Assistant IP & OP Accountant (03/07/2015 – 17/06/2021)

JOB DESCRIPTION

- ❖ Handle payments for services rendered to patients by receiving and recording them properly
- ❖ Manage and coordinate billing for patients
- ❖ Oversee the distribution of bills to patients and Insurance companies
- ❖ Process credit and cash transitions for hospital admission and services and tender change receipts
- ❖ Assist with training materials and training staff members
- ❖ Check In-Patients files and closing the bills
- ❖ Responsible for processing payments, adjustments and denials according to established guidelines
- ❖ Inputs charges, payments and adjustments to computerized system or posting to manual records
- ❖ Prepares batch for days of services, posts, balances for the day
- ❖ Make outbound phone calls to resolve denial issues

ACADEMIC QUALIFICATIONS

Qualification	Year Of Passing	Board Of University	Institution	Percentage
BCOM	2013	M G UNIVERSITY	ST TOMAS COLLEGE PALA	69%
TALLY & MS OFFICE	2013	M G UNIVERSITY	ST TOMAS COLLEGE PALA	73%
PLUS TWO	2010	KERALA BOARD	GOVT HSS EDAKOLY	70%
SSLC	2008	KERALA BOARD	ST MARYS GIRLS HS SCHOOL PALA	70%

PERSONEL STRENGTH

Good Communication, Decision Making, Time Management, Ready for Hardworking, Reliable, Drive to learn new things.

PERSONEL DATA

Date of Birth : 27/10/1992
Marital Status : Single
Nationality : Indian
Languages Known: English, Hindi and Malayalam

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Yours faithfully
PINKY JOSEPH

