

# RESUME

## JAMES.C

S/O Christopher  
Christopher sathagiri niva  
Anekal road near Big market  
Chandhapura bangalore  
Karnataka -560099

Mail ID:jackcajames@gamil.com  
Mobile No:9901077337

### CAREER OBJECTIVES:

Obtaining a position to utilize my ideas, skills and abilities in the Organization and hence attain Professional growth while being resourceful, innovative and flexible.

### ACADEMIC QUALIFICATION:

Course	College	Board/University	Year	Percentage
Electrical & EC	Thiagarajar polytechnic college alagappanagar	State board of technical education,kerala	2019	65%
Plus two	Govt MKM.School Vanapuram.	State Board	2016	75%
SSLC	Govt MKM.School Vanapuram.	State Board	2013	63%

### EXPERIENCE: 1.Company Name : ATHREYA HOSPITAL

# 6/2 B Opp Surya Nagar Phase-1, Chandapura, Bangalore-560099.

Designation: "HOD (Head of the Department) – IP BILLING AND INSURANCE"

Reporting: Medical Director

Experience: (10 th March 2020 to currently Pursuing)

### STRENGTH:

- Always thinking Positively
- Time Keeping
- Hard Work and also Sincere Worker
- I can easily handle the pressure

## **HOBBIES:**

- ☞ Cooking
- ☞ Watching News

## **TOTAL WORK EXPERIENCE – 4 YEARS**

### **1.Company Name : ATHREYA HOSPITAL**

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Designation: “HOD (Head of the Department) – IP BILLING AND INSURANCE”

Reporting: Medical Director

Experience: (10 th March 2020 to currently Pursuing)

## **CURRENT JOB PROFILE:**

- 1.Verifying and checking daily IP Billing collections of cash, credit card and UPI payments and reporting.
- 2.Training new staff for IP, IP Laboratory and Pharmacy cash billing.
- 3.Training new staffs for insurance cashless processing, replying queries and co-ordinating for approvals.
- 4.Empanelment of all TPA and Insurance companies for cashless tie up with hospitals.
- 5.Processing cashless Insurance/TPA claims and co-ordinating for authorization and approvals.
- 6.Credit billing of insurance claims, Reconciliation and follow-up of insurance claims bills.
- 7.Bank reconciliation of health insurance claims.
- 8.Handling patient enquiries with respect to cashless insurance processing.
- 9.Coordinating with the specialist surgeons with respect to the surgery packages and explaining to the patients.
- 10.Handling hospital software issues such as IP billing, pharmacy, laboratory etc..
- 11.Handling customer complaints, feedbacks and issues with respect to cashless insurance.
- 12.Coordinating with auditors for filing IT returns.

## **PERSONAL PROFILE:**

Name	:	JAMES C
Father's Name	:	Christopher
Date of Birth	:	25-11-1998

Gender : Male  
Nationality : Indian  
Religion : Christian CSI  
Marital Status : Unmarried  
Languages Known : Tamil, English.Malayalam,kannada ,Telugu  
Permanent Address : S/O Christopher  
Christopher sathagiri niva  
road near Big market  
Chandapura Bangalore 560099

**DECLARATION:**

I hereby declare that the above details given by me are true and correct to the best of my knowledge.

**Place :CHANDAPURA**

**Date :18/05/2023**

**Yours faithfully  
(JAMES.C )**