



ANUPRIYA PS

PROFFESIONAL SUMMURY

Empathic billing specialist with strong conflict resolution and communication skills, Experience with submitting reimbursement requests to state, private and employer insurance, strong data entry skills to ensure up-to-date patient records. Excellent reputation for resolving problems, improving customer satisfaction, and doing overall operational improvements.

PERSONAL DETAILS

PERUMBILLIKATTIL H
ANAVIRATTY PO
ADIMALI IDUKKI, KERALA
685561, INDIA
+91 8590805377
anupriyaps305@gmail.com
NATIONALITY : INDIAN
DATE OF BIRTH : 30TH MAY 2000
AGE : 23
RELIGION : HINDU
UNMARRIED

EXPIRIENCE

Billing specialist : 01/ 2023 - 01/2024

St joseph’s hospital Kothamangalam

(O P billing , I P billing , causality billing)

- **Interact with patients to collect and verify Insurance information and maintaining up to date records.**
- **Submit reimbursement requests daily to state, Private and employer insurance.**
- **Created patients bills and invoices. Including itemized amount due to services.**

Accounts assistant : 07/2022 - 12/2022

St george hospital vazhakulam

- **Reviewed figures, postings and documents for correct entry, completeness and accuracy**
- **Communicated regularly with customers regarding account questions and issues**
- **Completed weakly checks runs and maintained accounting ledgers by verifying and posting account transactions into accounting system**

EDUCATION

2021-2022 post graduation diploma in Computer

2021 B com finance and taxation , (Carmel giri College adimali)

2018 Higher secondary

F M G H S S koompanpara

Signature :

SKILLS

GOOD COMMUNICATION SKILL



ACCURATE IN HANDLING DOCUMENTS



DATA ENTRY



TECHNICAL SKILLS (WORD, EXCEL, TALLY)



FAST TYPING



FINANCIAL MANAGEMENT



LANGUAGES

MALAYALAM ★★★★★

ENGLISH ★★★★★

HINDI ★★★