





VIBIN NATH P C

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Kerala

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About Me

Executive

I am a professional proactive individual who consistently praised with result-oriented by the Management. Over the course of my four-year career, I have acquired the knowledge of Hospital billing to deal effectively. Overall I have consistently demonstrated communication, Problem-Solving and Teamwork abilities in every aspect of my career role in Aster Medcity Kochi and Starcare Hospital Kozhikode. I can work on my own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines. Even under pressure, I possess a strong ability to perform effectively.

Education

• Bachelor of Arts, History

Zamorin Guruvayurappan College
University of Calicut
Kozhikode, Kerala

Graduated, June 2015
Division III

• Master of Business Administration, International Business

Pondicherry University DDE
Pondicherry University DDE
Kozhikode, Kerala

Completed, June 2019

Work Experience

January 2019 - Current

Billing Executive

Aster Medcity Kochi
Kochi, Kerala

- * Following up the bill status of the patient and informing them by telephonic.
- * Dealing with several international insurances for approval and making financial estimation for the insurance company with there approved rate.
- * Documation of forex data in excel and as well as in hard copy for future reference.
- * Converting Different currency to INR and Accounting to customers account.
- * Giving training to other billing staff about Forex transaction and tax deduction.
- * Quoting estimation for the international patient for surgery and there admission in the hospital.
- * Dealing with domestic patients for there Financial estimation and coordinating with billing teams for further reduction for the patient.

- * Making report of Inpatients admission and outdoor financial support for against patients.
- * Supporting poor patient by introducing different financial support.
- * Dealing with Medical Value Travel (MVT) patients that put forward enquiry regarding there treatment in hospital.
- * Dealing with Cash (both Indian currency and other country currency) collection.
- * Reconciliation of cash and credit and debit card, UPI transfer.
- * Checking Inpatients Bill and informing about the outstanding amount of patient to patient bystander and preparing a report to submit.

May 2016 - December 2018

Billing Executive

Starcare Hospital Kozhikode

Kozhikode, Kerala

- * Creating bills as per discharges comes form floor and collecting cash as per the bill.
- * Coordinating with Insurance department for billing clearance and Insurance patients approval follow up to generate and tag bills to the concerned company.
- * Creating minutes in a meeting for future cross-check. making others to maintain TAT report every day
- * Daily maintaining tracker for Deposit exhausted patients and updating them about bill status.
- * Surgery patients bill updating and posting surgery code with the confirmation from the doctor side, and updating bill variation to a patient bystander.
- * Coordinating insurance teams and creating insurance bill at the time of discharge. and collecting the deduction amount from the patient after approval.
- * dealing with international patient and communicating about their expenses in the hospital.

Counselling

- for surgery if needed to the patient and patient bystander.
- * Converting International Currency to INR and collecting after deducting tax.
- * Giving approval for the refund to staff from a different department.

Computer Proficiency

Operating Systems

- Windows XP
- Windows 7
- Windows 10

Software

- Adobe Photoshop
- Adobe Illustrator
- Adobe Premiere
- Microsoft Excel
- Microsoft Word
- Microsoft Prower Point
- 3Ds Max

Languages

- ENGLISH
- Hindi
- Malayalam

Personal Details

Father's Name:	Mr. Premanathan P C	Marital Status:	Single
Birthday:	28/04/1993	Nationality:	Indian
Gender:	Male	Passport No.	K0523439, Expires 11/14/21

Address Details

Pravinam House
Kannadikkal, Vengeri Post
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Kerala

Declaration

I, VIBIN NATH P C, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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VIBIN NATH P C	