Dr. Deepali Jain

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***Career Objective***

Seeking a position, to utilize my skills and abilities in the industry that offers professional growth.

***Professional Experience***

* **Max Super Specialty Hospital, Shalimar Bagh** 02nd Feb 2015 - till date

(TPA Incharge)

* **Focus Health services (TPA) Pvt. Ltd** 11 October 2013- 31st Jan 2015

(Senior Medical officer)

* **Charitable Dispensary** April 2012- September 2013

(Medical Officer)

***Key responsibilities area***

* Managing a team of 5 members thereby Imparting the process training, knowledge transfer, holding team calibration meetings so as to fulfill the client requirement with 100%quality.
* Work with management to set daily priorities to ensure prompt and effective service.
* Handling claims cashless of all empanelled TPA of various client like NIC (National Insurance company), UIIC (United India Insurance Company), LIC (Life Insurance Company), all private insurance companies ( Apollo munich, maxbupa, Bajaj allainz, religare etc ).
* Medical scrutiny of hospital documents and medical audit of all approved claims and answering queries.
* Monitoring of bills that should be made as per agreed tariff with TPA/Insurance companies., for error free billing that will help in recovery of hospital payment and minimize the risk of deduction.
* Monitoring of hospital payment from the concern TPA/Insurance companies. Replying any queries and providing any deficient documents for early recovery of hospital payment.
* Tracking of final approvals by TPA / Insurance companies during cashless. Coordinating with TPA/Insurance team during any delays.
* Monitoring of dispatch of complete set of documents comprising bills, discharge summary, reports with approval letters to TPA within stipulated time.
* Co-ordination with networking team of TPA /Insurance companies for any queries/ issues regarding payments, patients etc.
* Approval &Rejections of claims as per terms and conditions of policy.
* Giving training of all policy terms & conditions time to time to the newly joined employees.
* Coordinating with CRM team for resolving any queries come from the different corporate/insurance companies time to time.

***Professional Qualifications***

* **B.H.M.S (Bachelors of Homoeopathic Medicine and Surgery) from** Dr. B.R.Sur Homoeopathic Medical College, GGSIP University in 2011, Secured 60%
* **PGDCR (post graduate diploma in clinical research)from Symbiosis** Centre of Health Care, Pune in May 2013, Secured 74%.
* **C.G.O (Certificate in Gynecology and Obstetrics) from** AYUSH, Indore

***Internship***

**Company Name**-Dr. B.R.Sur Homoeopathic Medical College, Delhi

**Project Title-** Know the efficacy of homoeopathic medicines in lifestyle diseases Diabetes Mellitus and Hypertension.

**Duration-**1 year from 14th may 2011 to 13th may 2012

**Description-** Completed 1 year rotatory internship in OPD, IPD, Maternity Centre and Dispensaries.

***Competencies***

* Having good analytical, diagnostic and research oriented medical skills.
* Self-belief, Self Motivated and ability to grasp things quickly.

***Educational Qualification***

10+2in 2006, Secured 76% from **Maharaja AgrasenModel School (CBSE)**

10th in 2004, Secured 84%. from **Maharaja Agrasen Model School (CBSE)**

***Declaration***

I hereby declare that the above details are true to the best of my knowledge and that I’ll do my best for the good of the organization.

**Dr. Deepali Jain**

**Date:**

**Place:**