

CURRICULAUM VITAE

RZ/C-78 NIHAL VIHAR
50 FUTA ROAD GALI NO -6
NANGLOI -JAT
NEW DELHI -41
CONTACT NO, M-8860995021

Neeraj

OBJECTIVE

To Active overall professional and personal Growth in a result Oriented growth and advancement.

Personal Details

- Name : neeraj
- Father Name : Shri ramroop
- Address : RZ/C78 NIHAL VIHAR
- Date of Birth : 19/08/1994
- Marital Status : Married

Work Experience

- one Years Experience as a dispatch Executive
at jaipur goldan hospital
2,institutional Area.sector-3 rohini
Delhi -85
OPD Billing, IPD Billing.

PRESENT WORKING

Presently working in **Jaipur Golden Hospital**

IPD Billing Cash & Credit Patient (CGHS & All TPA)

- Cash & Credit OPD Billing
- Admission & Registration for IPD & OPD Patient

Dispatch working

1. Receiving of files from Billing department & entry for same for records.
2. Collecting bunch of TPA'S along with other documents as per the discharges of the previous day. (Including radiological films)
3. Providing list of Pharmacy & other consumables to the concerned person.
4. Contacting the Patient's attendants & other Diagnostic centers for reports if required to complete the In Patient Bill.
5. Making of Check list of discrepancies found in the patient bill.
6. Coordinating with all concerned departments to stream line the deficiencies as per the Check list.
7. Timely information given to AMS for medical part & CFO for non medical part.
8. Print out of Laboratory investigation from computer is taken if required, OT drug form details, cathlab details, mentioned in break up after confirming from different dept.
9. Interim bill is sent to AMS to check the Discharge summaries along with the TPA patient bunch. (All radiological reports with films, Pharmacy, OT drug form Implant bill, Laboratory Investigation reports original , Identification tag , Photocopy of MLC,cath lab reports with stunt sticker attached according to requirements)
10. Receiving the bunch of interim bills from AMS office, Discharge summaries then sent to concerned departments for correction if required. Proper record is maintained for all correspondence (RICU, LABOURROOM , NURSERY, GASTRO , ORTHO)
11. After receiving all important documents from concerned departments then compilation of bill is done with claim form and covering note
12. Xerox copy of whole bunch is done 1 for Patient's file & other for Office record
13. Final bill along with office copy given to CFO for examination & verification.
14. TPA Patient's correspondence if any sent to AMS office for filing.
15. All above work is being done as per guidance of Room No. 51.

Education Qualification

- Graduation pursuing B.A second year delhi University
- 12th Passed from CBSE Board
- 10th Passed from CBSE Board

Professional Qualification

- a) Six -month Diploma in Advance Technology from
lal bahadur shastri institute

- MS-Office
- Ms-excel
- power point
- Internet

Details In Software Skills

Operating system, MS- Dos Windows-98 (Internet, E Mail)

Packages:

Ms- Office 2007

(MS-Excel, MS Word, MS Power Point, MS Access)

DATE.....

PLACE – DELHI

(neeraj)