***DIMPLE CHAUHAN***

 **Vill-Bandroh Po-Bhater Teh-tauni**

 **Devi Distt-Hamirpur (HP)**

 **Pin code- 177022**

 **Mob No: 9816147330**

 **E-mail :dimplechauhan462@gmail.**

 **com**

***CAREER OBJECTIVE***

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| ***To serve an organization that provides me an environment and opportunity to deliver my best to the organization in order to achieve self objective as well that of the organization.*** |

***ACADMIC QUALIFICATION***

* ***10th passed from HPSEB Dharamshala.***
* ***12th passed from HPSEB Dharamshala.***
* ***B.sc (Non Med.) from HPU Shimla.***

***PROFESSIONAL QUALIFICATION***

* ***Basic knowledge of computer.***

 ***WORKING EXPERIENCE***

* ***Two year teaching experience.***
* ***Working as Assistant in billing dep.at fortis hospital kangra from 01 march 2015 to till date.***

 ***JOB RESPONSIBILITIES***

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| * ***Satisfactorily respond to any query calls from nursing stations and resolving them***
* ***Resolve billing Make daily updates to the bills of all patients from the time they get admitted in the hospital and chargeability queries raised by the internal and external customers***
* ***Receive and enter the billing activities received from the Cath Lab, Cardiac and Multispeciality OT’s***
* ***File and maintain all documents pertaining to the patient in an orderly manner***
* ***Receive and file the discount approvals in respective files***
* ***Entering and getting the discounts acknowledged under the respective heads and into the patients bill***
* ***Rectify any errors from the previous shift so as to minimize the error rate***
* ***Audit all drugs, consumables and returns being made to the patients***
* ***During the day shift:***
	+ ***Update all investigations, Bed side procedures, doctor visits and any other related information in to the HIS along with the chargeability’s***
	+ ***Update the complete bill of the patients including the updations of drugs and consumables***
	+ ***File all documents in the respective patients file***
	+ ***Make the final discharge bill after crosschecking the entries for the entire period of the patient stay***
* ***Maintain the daily discharge report and ensuring that correct data is entered***
* ***Work towards streamlining the process and identify and implement process improvements throughout***
* ***Handling TPA CORPORATE patients.***
* ***Any other tasks assigned by the HOD and the management.***
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***PERSONAL DETAIL***

Name DIMPLE CHAUHAN

Date of birth 10/08/1991

Sex Male

Nationality Indian

Marital status Single

Hobbies Reading, Playing & Listening Music

Language English & Hindi

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|  ***I hereby declare that, all the above written particular are true to the best of my knowledge and belief.*** |

***Date***

***Place Dimple Chauhan***