## Curriculum Vitae

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**Dr. KARANPREET KATHURIA**

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**OBJECTIVE**

A highly skilled, results oriented person seeking challenging opportunities in healthcare industry with a vision to utilize my full potential thereby helping both me and the organization to grow and progress simultaneously.

**ACADEMIC QUALIFICATION**

* **2002**CBSE: High School with 75.4% from Guru Harkrishan Public School, N.Delhi
* **2004** CBSE: Intermediate with 71% from Guru Harkrishan Public School, N.Delhi
* **2010** PG Diploma in Hospital Administration with 73% from YMCA, N.Delhi.
* **2010** Certificate in NGO management from YMCA, N.Delhi
* **2009**Bachelor Of Physiotherapy with an aggregate of 86% from Sikkim Manipal

University along with 6 months internship from Northern Railways Central

Hospital, N.Delhi.

* **2011**Master Of Physiotherapy (Sports) with an aggregate of 64% from Indian Spinal

Injuries Centre Institute of Rehabilitation Sciences Vasant Kunj affiliated from

GGSIP University, N.Delhi.

**Work experience :** Enriched with more than 5years of working experience at the under mentioned organizations.

* **Apr.2016 Till Date**: Senior Executive, Home Healthcare Deptt. in Max Healthcare Institute Ltd., Panchsheel Park/ Saket, N.Delhi.
* **Jun.2014–Mar.2016**: Executive, Home Healthcare Deptt. in Max Healthcare Institute Ltd., Panchsheel Park/ Saket, N.Delhi.
* **Apr.2012 – Feb.2014**: Recovery Coordinator, Accounts & Finance Deptt. in BL Kapur Super Specialty Hospital, Pusa Road, N. Delhi.
* **2011– 2012**: Worked as Physiotherapist at Kukreja’s Clinic, New Friends Colony, N.Delhi.

**KEy Responsibilities Handled**

1. ***Senior Executive – Home Healthcare, Max Healthcare Institute Ltd.***
   * Handling the Post Discharge Program, pan-MAX, ensuring follow-up visits getting done within 72hrs. of discharges from all hubs.
   * Representing Max Home Healthcare Department at Max Hospital, Saket.
   * Working in sync with Nursing head, Nursing TLs, Front Office, IP Billing & Coordination team to streamline the post discharge program as well as smooth functioning of all other home healthcare requests & services.
   * One point of contact for all the patients taking home healthcare services both during admission & after discharge from Max hospital, Saket.
   * Effectively coordinating for all Max Home Healthcare services & requests.
   * Maintaining of Individual Patient Records (IPRs) for all Max Home Healthcare patients.
   * Regressive payment follow-ups to ensure adherence to the advance payment policy for all Max Home Healthcare patients.
   * Daily Check & roster updating of all (in & outsourced) staff reporting on duty for all Max Home Healthcare patients.
   * Resolving complaint at my level to ensure patient’s satisfaction & lesser escalation.
   * Working as Visiting Consultant (physiotherapy) for homecare department on part time basis.
2. ***Recovery Coordinator – Accounts & Finance, BLK Super Specialty Hospital.***

* Maintaining Daily MIS Recovery Report against the current outstanding & reporting to the management.
* Preparation & presenting of Monthly Target & Collection Report.
* Handling queries pertaining to different TPAs, PSUs, Govt. sectors and maintaining the updated tracker of queries reply and dispatch.
* Coordinating with various TPA representatives for better and timely processing of claims.
* Reconciliation of data regarding payment received from all PSUs, TPAs, Govt. sector.
* Controlling the MasterData for Bill Dispatch.
* Checking all the bills before dispatch (e.g. investigations, room rent, drugs consumable, discount, surgery/procedures, charged as per agreement or not).
* To ensure minimal deductions.
* Follow up with the companies& corporate from which we have not received the payment as per the agreed terms & conditions.
* Responsible for intra and inter department coordination.

**Projects undertaken**

* **PGDHA:“*Laundry Services And Its Cost Effectiveness in Sir Ganga Ram Hospital.*”**
* **MPT Research Topic:*“Relationship between Body mass index, balance and health related quality of life in Indian subjects: a cross sectional study”.***

**EXTRA CURRICULAR aCTIVITIES**

* Participated in ‘**We Care Film Fest’**to create‘*Disability Awareness in India*.’
* Active participant in Cultural events since school.

**PERSONAL DETAILS**

**Father’s Name**: S. Paramjit Singh Kathuria.

**Date of birth:** 17TH October 1986.

**Residence:** B- 475, New Friends colony, New Delhi- 110025.

**Hometown**: Delhi.

**Gender:** Female.  
**Languages:** English, Hindi, Punjabi.  
**Strengths:** Communication, Diligent, Self-Motivated, Attitude for learning,

Sincere.

**Date:** **Dr. KARANPREET KAUR**

**Place:** New Delhi. **(MPT)**