

**VINOD KUMAR SHARMA**

**H No-140, Kavita Cololy, Nangloi, New Delhi**

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**CARRER OBJECTIVE**

To be a sagacious professional working to wards organization aims and individual goals

**PREVIOUS EMPLOYEE**

**WORK EXPERIENCE:**

**PARK HOSPITAL, HEART & LUNG INSTITUTE**

310-BEDED (ISO 9001: 2000 Certified)

Location - New Delhi (Chowkhandi)

Designation - Billing Executive

Period - April 2006to May 2010

**CURRENT EMPLOYEER :**

**SRI BALA JI ACTION MEDICAL INSTITUTE**

Location - New Delhi (Paschim Vihar)

Designation - Senior Billing executive

Period - June 2010 to till date

**Functional Responsibility:**

1. OPD Billing
2. IPD Billing of all general patients, Patients from the TPA companies and CGHS patients.

**2. Developing MIS like:**

Advance & Requirement amount list of surgery case

Discharged without bill

Pending payments of cash patients, already discharged by the management**.**

**3. Verification of TPA census like checking of authorization & his conditions with limitation, the amount that should be collected from patient.**

**4. Billing**

**CGHS / ECHS billing for Panels like FCI, NDPL, Delhi Police and Delhi University, MMTC, DTC, SBI etc.**

**TPA billing like Alankit, Paramount, E-meditek, Raksha, Vipul, FHPL etc on Hospital rate/ Agreed tariff.**

⮚ Activities Handling

⮚ Regular Follow-up with defaulters to recover critical Errors

⮚ Knowledge of OPD & IP Billing

**EDUCATIONAL QUALIFICATION**

⮚ 10th Passed

⮚ 12th Passed

⮚ B.A Passed

**PROFESSIONAL QULIFICATION**

⮚ One Year Computer diploma

⮚ Knowledge in MS office, Shivam Software & Busy all version

**PERSONAL PROFILE**

Father’s Name : Sh. Banarasi Dass

Sex : Male

Date of Birth : 01.01.1982

Marital Status : Married

Nationality : Indian

Language Known : Hindi, English

Hobbies : Writing, Listening Soft Music

E-Mail : vinodsandliya@yahoo.com

Hello : 09910237120

Salary Expectation : Negotiable

**Date:**

**Place:** **(Vinod Kumar Sharma)**