**CURICCULAM VITAE**

**RUCHIKA GARG AGARWAL**

**CAREER OBJECTIVE:**

To establish myself and achieve a pre-eminent position in an organization that offers a challenging career and growth opportunities that will help me enhance my professional as well as personal learning.

## EDUCATIONAL QUALIFICATION:

* Passed Sr. Sec. (AISSCE) in the year 2000 with 60.60%.
* Passed B.Sc. (Group B, Environmental Sciences) from Delhi University in the year 2003 with 63.25%.
* Passed One Year Certificate Course in Forensic science with 68% marks in the year 2005 from Department of Anthropology, University of Delhi.

## PROFESSIONAL QUALIFICATION

* Certificate in Computer Application.
* Basic & working knowledge of MS Office , Tally and Internet
* Certificate holder of Basic Life Support Provider Course

## WORK EXPERIENCE

1. Worked with **Max Health Care**, from **5TH APRIL, 2007** till **28th March, 2010** as a **Patient Care Coordinator,** a core business of **Max India Group**.
2. **Diwan Chand Metropolis Diagnostic Services Pvt Ltd** (**A unit of Pathnet India Pvt.Ltd**.)[NEW DELHI][From September 2005 till March 2007] as a Technical Support Executive, Patient coordinator And Marketing Support Coordinator
3. **DA LAB SOLUTIONS PVT.LTD**. As Business Executive [NEW DELHI, MAY2003 till June 2005]

**Job Responsibilities:**

1. Dealing with **Billing - Cash/ Credit / Corporate Billing / discount instructions, Supervision of daily scrolls**
2. Dealing with **Registration - Ensure accurate and timely Registration. Supervising report movement and backlogs**
3. **Dealing with Admissions and Discharges of Patients**
4. Effective **utilization of Hospital Information system**, all communication and **EPABX** systems.
5. Dealing with **different Corporate** for their **Annual** **Health Check-up & PreEmployment Check-up**.
6. To coordinate with doctor/customer for **sending reply of queries from TPA**/enhancement of authorization.
7. To **ensure correct billing** is done and all formalities are completed smoothly before the patient leaves the facility
8. To coordinate with the doctor/nurses/billing staff /TPA and ensure that discharge is completed in less time.
9. To **prepare claim docket** after various audits and **send it to TPA** within 3 working days.
10. **Liaise with Hospital Insurance team** at Home office all activities **(queries/deductions) related to corporate billing/**other activities
11. **Supervision of team** & helping them in their daily work.

 **TRAININGS ATTENDED**

* Hospital Information System.
* Service Excellence Workshop
* Train the Trainer.
* Basic Life Support.
* Goal Setting workshop
* Workshop on Power of Responsibility

# AWARD

* Awarded medal for outstanding performance in chemistry (96%) in B.Sc.
* Topper of university in three years of graduation continuously & in Forensic Science

### PERSONAL INFORMATION

* Date Of Birth : 22.09.1982
* Father’s Name : Mr. Anil Kumar Garg
* Husband’s Name : Mr.Sumit Agarwal
* Telephone : +91-8010693909,+91-8882535371
* Email : rashi1831@gmail.com

 rashi\_1831@yahoo.co.in

* Domicile : New Delhi
* Nationality : Indian
* Languages : Hindi and English

I hereby declare that the information provided above is authentic and to the best of my knowledge.

**Ruchika Garg Agarwal**