

Job Description

JOB TITLE: Analyst (Excellent learning environment with great opportunities)

Job Type: Full Time

Job Location: Gurgaon

Reports to (level of category): Assistant Manager

Eligibility:

- Must be Graduate from a recognized institute (Except B.Pharm, M.Pharm, MCA, B.Tech / BE)
- Good communication Skills (both written & verbal).
- Good analytical skills and proficiency with MS Word, Excel and PowerPoint
- Both fresher and experienced candidates can apply (total experience must be less than 29 months)
- Candidates currently staying in Delhi/NCR are only eligible (Subject to company norms)

Essential Duties and Responsibilities

- Follow up with the payer to check on claim status.
- Identify denial reason and work on resolution.
- Save claim from getting written off by timely following up.
- Should have sound knowledge of working on Billing scrubbers and making edits.
- Work on Contractual adjustments & write off projects.
- Should have good Cash collected/Resolution Rate.
- Should have calling skills, probing skills and denials understanding.
- Work in all shifts on a rotational basis (US shift- 24*5)
- No extra leaves for first 6 months
- 5 day Working with **Saturday and Sunday off**

Salary Range:

- On-boarded candidates will be getting:
- Fresher - 2.00 LPA (INR 13,247 in hand)
- Experienced - upto 2.60 LPA (INR 16,900 in hand)

Other benefits:

- Health insurance
- Work from home (temporarily due to COVID-19)
- Transport Both Side (Transport as per company policy)
- Laptop / Desktop is provided by the company in current case of Work from Home.

Why Should You Apply?

- Great growth opportunities
- On-role job
- Start your career with leading company in healthcare sector.
- Both side transport
- Fixed off Saturday and Sunday.
- 5 Day working

WFH Requirement:

Candidates should be in DELHI/NCR at the time of interview and post onboarding as well.

Please connect on the below mentioned details and share your resume.

Contact Person: Tushar Chawla

Contact Number: +91 9871002995 (Call +WhatsApp)

Link to fill application for the mentioned vacancy: <https://forms.gle/88UduHLfK2wr5p4j6>

**Placement Cell
School of Open Learning
University of Delhi**