





MEGHNA UDAYAKUMAR

Dynamic IP Billing Executive with extensive experience at Aster DM Healthcare, adept at managing patient accounts and billing cycles. Proven track record in financial counseling and effective problem-solving, ensuring accurate billing and enhanced patient satisfaction. Proficient in electronic health records and Excel, demonstrating strong interpersonal communication and analytical skills.

PERSONAL

-  **Name**
MEGHNA UDAYAKUMAR
-  **Address**
Al Qusais, Zaharath Al Madan
Dubai
-  **Phone number**
+971506474503
-  **Email**
meghnar007@gmail.com

INTERESTS

- SPORTS, READING, MUSIC,
TRAVELLING

LANGUAGES

- ENGLISH ★★★★★
- HINDI ★★★★★
- MALAYALAM ★★★★★
- TAMIL ★★★★★



WORK EXPERIENCE

- Mar 2022 - Present** **IP BILLING EXECUTIVE**
ASTER DM HEALTH CARE - DUBAI, UAE, DUBAI, UAE
 - Managing the live billing of Discharge patients
 - Coordinating with patients /Bystander for their entries hospitalization related to billing and queries
 - Handling enquires, complaints of the OP/IP patients, Long stay patients bill updations & Cost Estimation for admitted & surgery planned patients
 - Saving the DWB list of discharge patients for the submission of IP bills
 - Preparing the Cash Outstanding reports on daily basis
 - Cross checking the OT surgery posting & Reposting of surgeries & CPT Codes and coordinating with Doctors
 - Thorough checking of Final Invoices before submitting to approvals
 - Explaining the Copayment & charges to patients and converting the cash patients by giving proper Cost Estimation to retrieve business
 - Managing department in absence of HOD, supervisors
 - Cash counter Management / closing
- Jan 2019 - Feb 2022** **IP BILLING EXECUTIVE**
ASTER MEDCITY - KOCHI, KOCHI, KERALA
 - Handling Patients discharges & bill Settlements
 - Meeting patients on daily basis to check their concerns and managing quires and complaints
 - Proper bill updations on daily basis
 - Surgery posting and checking of OT Sheets
 - Giving Financial Counselling for surgery patient
 - Giving Proper surgery clearance with proper data verification
 - Cash counter management
- Jan 2017 - Jan 2019** **OPERATIONS EXECUTIVE**
RAJAGIRI HEALTH & EDUCATION TRUST, ALUVA, KERALA
 - Preparing monthly & Annual stock audit reports and sending to finance
 - Preparation of Annual rate contract of Laboratory items and medical consumables
 - Collecting rate quotations from suppliers
 - Preparing rate files for approval
 - Handling OT return items



EDUCATION AND QUALIFICATIONS

- Apr 2015 - May 2017** **MASTER OF COMMERCE**
MADURAI KAMARAJ UNIVERSITY, ALAPPUZHA, KERALA
- Jun 2012 - Mar 2015** **BACHELOR OF COMMERCE**
KERALA UNIVERSITY, ALAPPUZHA, KERALA



SKILLS

MICROSOFT WORD	★★★★★
MICROSOFT EXCEL	★★★★★
TALLY	★★★★☆
INTERNET SAVVY	★★★★☆
TIME MANAGEMENT	★★★★★
PROBLEM SOLVING & DECISION MAKING	★★★★★



ACHIEVEMENTS

- Participated in the Hand Ball & Athletic team in the District & State level School games
- Participated in the dance competitions at the school
- Won 4 medals and certification in Athletic



COURSES

Jun 2014 - Dec 2015	TALLY IT KERALA	<ul style="list-style-type: none">• DAC, GIST Certification in Tally- 9.0• Certification in Tally-09 from IT Kerala
Sep 2025 - Jul 2025		



CUSTOM SECTION

PERSONAL DETAILS

- Passport Number: R1449214
- Passport Date Of Issue: 06/30/17
- Passport Expiry Date: 06/29/27
- Date of Birth: 02/15/1992
- Gender: Female
- Nationality: Indian
- Marital Status: Married