

DIVYA K

CONTACT



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UAE



EDUCATION

BSC Computer Science (87%)

Meenakshi Academy Of Higher Education and Research 2020-2023

HSC(80%)

SRIRKMSaradha Vidyalaya
Model HR SEC School
2020

SSLC(85%)

SRIRKMSaradha Vidyalaya
Model HRSEC School
2018



SKILLS

Medical Claims Submission & Follow-ups

Revenue Cycle Management Support

AR & Outstanding Claims Tracking

Documentation & Compliance

Management

Medical Records & Policy Verification

CRM / HIS / Billing System Proficiency

MS Excel & Reporting

Confidentiality & HIPAA-style Compliance

SUMMARY

Healthcare Administration professional with experience in insurance eligibility verification, prior authorization, and accounts receivable processes. Detail-oriented and organized, with strong coordination and follow-up skills to support efficient healthcare operations and patient services. Experienced in working with insurance providers, managing documentation, and tracking approvals to reduce delays and denials. Adaptable to fast-paced healthcare environments with a strong commitment to accuracy, compliance, and quality patient care.

WORK EXPERIENCES

PROCESS EXECUTIVE AR

OmegaHealthcare, Chennai | 1 Year

Analyze patient accounts, determine and complete appropriate actions, and recommend next steps. Follow up on outstanding accounts receivable by contacting insurance companies on behalf of physicians, and escalate complex collection issues to management promptly.

SENIOR PROCESS EXECUTIVE AR

QWayTechnologies, Chennai | 6Months

Eligibility verification confirms a patient's insurance coverage and benefits before services, while payment clarification identifies copays, deductibles, and coinsurance to ensure accurate billing and prevent claim denials.

SENIOR CLIENT PARTNER

AccessHealthcare, Chennai | 1 Year

Initiate prior authorization requests with accurate documentation, follow up on pending cases with insurance providers, manage and track appeals for denied requests, and ensure timely approvals to prevent delays in patient treatment.

LANGUAGE

Tamil

English

Telugu

TOOLS & TECHNOLOGIES

Microsoft Excel | MS Word | Google Sheets | CRM Systems | Medical Billing Software | AR Follow-up Tools | EMR/EHR | Insurance Portals | Outlook | ATHENA | Dr chrono | Next Gen