

Niveditta Ahuja

Aurora, IL 60504

QUALIFICATIONS:

- Proficient in CPT, ICD-9 CM, HCPCS, medical terminology, anatomy and physiology
- Knowledge of current technology and office practices, procedures and equipment
- Knowledge in all aspects of insurance including Medicare, Medicaid and third-party payers
- Efficient in MS Office, typing speed 40 w.p.m.
- Proficient in E-Clinical, Compu-link, NextGen

EDUCATION:

- Bachelor – Major in Office Management from Delhi University
- Bachelor – Major in Public Relations from Delhi University
- Certificate in Physician Office Coding and Billing – College of Du-Page

PROFESSIONAL EXPERIENCE:

Billing Specialist at I-Claim Inc., Aurora, IL

August 2007 to September 2013

- Review and verify patient account, eligibility and authorization for treatments done in the Physician's office
- Receive, audit and submit insurance claims after auditing the demographics, insurance details, Procedures and Diagnosis codes.
- Bill claims through EMDEON and work rejections. Claims auditor for all accounts requested by Insurance companies.
- Responsible for collections and follow-up of denied claims.
- Resubmit Corrected Claims with written appeals, unbundling codes, attach records and make sure to submit clean claims for maximum re-imbursement within timely filing periods.
- Bill out all secondary claims
- Electronic billing, as well as paper claims when necessary.
- Post payments, read EOB'S to determine if true and correct payment is received per Contract guidelines.
- Prepare, review and send patient statements; identify & resolve patient billing complaints.
- Maintain confidentiality, adhere to all HIPAA guidelines and regulations
- Weekly Pre-sort mailing of Office correspondence
- Bi-weekly time-entry check for all the employees for Payroll processing.
- Effective in communicating verbally with other staff and departments
- Ability to handle multiple demands simultaneously and to take initiative as needed
- Ability to use computer software and office equipment related to job responsibilities, including a high proficiency in MS Office products

Insurance Verification Specialist at ATI Physical Therapy, Bolingbrook, IL Sep 2013 – July 2014

- Timely Verification of Commercial Insurance benefits, and determine patient's responsibility if applicable
- Coordinate with patients regarding their insurance benefits
- Re-verify existing patient insurance coverage
- Determine if an insurance benefit plan considers selected products appropriate based on patient need
- Obtain pre-certification or authorization for procedures
- Respect patients' rights to privacy, and confidentiality

- Communicate effectively and professionally with patients, their families and coworkers
- Seek new learning experiences by accepting challenging opportunities and responsibilities
- Perform in accordance with compliance policies and procedures of the company

Medical Appeals Specialist at Parathon Recovery Services, Naperville, IL July 2014 – Present

- Focuses on the review and analysis of governmental denial rationales and provides appropriate medical necessity appeal services.
- Reviews governmental contractor’s response letter in comparison to the medical records.
- Audits records and communicates with facility regarding missing or insufficient medical documentation.
- Audits medical documentation for adherence to Medicare guidelines relating to inpatient services (or other Medicare issues) and draft appropriate appeal letters to support medical necessity of the services provided.
- Research issues using federal or law, federal regulations, and relevant BHMC policies.
- Identifies underlying root causes for potential denials and develops a plan to reduce number of denials.
- Assures all discussions and appeals are filed timely with Medicare and private insurers.

Volunteer Work

Hindu Temple of Greater Chicago, Lemont, IL

- The Hindu Temple of Greater Chicago – worked on the team responsible for the special event “**Maharudram 2015**”. Total duration of weekly contribution – 8 months.
- During this event’s preparation helped specifically with educational event facility
- Currently serving on the facilities team of the temple as a vertical facility manager, focused on the Temple’s maintenance upgrades to enhance devotees’ experience.

Sri Venkateswara Temple, Aurora, IL

- Volunteer at Balaji Temple, Aurora in Kitchen. Help pack food, serve food to devotees.

Actively volunteering at High School Music, Speech and Sports events.