

Dear Candidates,

We have urgent Opening for **AR & SR. AR Callers** for Hyderabad Location.

No of Requirement: **30**

Immediate Joiners are preferred.

Ok to hire Absconders/ Without Experience or reliving letter too.

Maximum Salary offered is up to Rs.25000/- (Inclusive of AA of Rs.1000 & SA of Rs.2200)

Both the round will be done Telephonic and if any drives during this week do let us know we will be there at your place.

Please feel free to call me on my contact number “9562562288” for any quires.

JOB DESCRIPTION

Designation/ Role: AR & Sr. AR Caller

Department: Accounts Receivable

Work Timing: Night Shift

Qualifications: Graduates/ Undergraduates

Salary: **Maximum up to 25k (including 1k Attendance Allowances & 2.2k Night Shift)**

Job Location: **Hyderabad location**

Skills

Good verbal and written communication Skills.

Typing speed a min of 25 wpm.

Able to build rapport over the phone.

Strong analytical and problem solving skills.

Be a team player with positive approach.

Good keyboard skills and well versed with MS-Office.

Able to work under pressure and deliver expected daily productivity targets.

Ability to work with speed and accuracy.

Medical billing AR or Claims adjudication experience will be an added advantage.

Experience

Min: 6 months

Max: 2yrs

Job Description

The job involves an analysis of receivables due from healthcare insurance companies and initiation of necessary follow-up actions to get reimbursed. This will include a combination of voice and non-voice follow-up along with undertaking appropriate denial and appeal management protocol.

Job Responsibilities

- 1) Analyses outstanding claims and initiates collection efforts as per aging report. So that claims get reimbursed.
- 2) Undertakes denial follow-up and appeals work wherever required.
- 3) Documents and takes appropriate action of all claims which has been analyzed and followed-up in the client's software.
- 4) Build good rapport with the insurance carrier representative.
- 5) Focuses on improving the collection percentage.

Desired Qualities

Behavior: Discipline, Positive Attitude & Punctuality

Knowledge: Basic knowledge of computers & Data entry.