

Job Description	
Job Title	Junior Revenue Cycle Representative
Department	IKS-Margin
Reporting To	Team Manager
Education(Essential)	Graduate
Education(Desirable)	Graduate
Grade	13
Experience	Fresher
Tasks	Responsible for achieving the defined TAT on deliverables with the agreed Quality benchmark score.
	Responsible for analyzing an account and taking the correct action.
	Ensuring that every action to be taken should be resolution oriented whilst working on the specific task/case assigned.
	Task claims to appropriate teams where a specific department within IKS, or client's assistance is required to resolve them.
	Billing: * Responsible for ensuring accurate billing to the payer for a specific claim.
	Addressing the clearing house and front end rejections in a timely manner within a TAT of 24 hour period
	AR:* Follow up with the payers on open claims beyond a reasonable time period to identify it's accurate action.
	Analyze denials from insurances, verify its authenticity, understand causes and resolve them.
	Ensure claims are followed up as per assigned ticklers within the stated time period.
	Manage ageing on the assigned work file.
	PP:* Responsible for posting the electronic payments once received from the payer onto the client's system
	Responsible for posting the manual payments once received from the payer onto the client's system
	Balancing the Batches / Reconciliation
	Ensuring that correct balance is flipped to patient where applicable.
	Ensuring that appropriate adjustments are executed based on payer policies, client guidelines, and adhoc approvals.
	EV/BV:* Responsible for reaching out to the payer to check on the insurance eligibility and the benefits of the patient
Addressing the claims to insurance or Self Pay (Patient Attention) based on the eligibility identified	
To attend incoming and outgoing calls with clients and which could have long waiting	
Night Shift	
Skills	Analytical thinking
	Active Listening
	Time Management
	Communication Skills
Abilities	Develop Creative ways to Solve Problem
	Oral Comprehension
	Written Comprehension
CTC	3 Lacs

300000 CTC (Mum/Hyd)		
Components	Annual	Monthly
Basic	1,50,000	12,500
HRA	75,000	6,250
Special Allowance	32,825	2,735
Statutory Bonus	10,000	833
Gross CTC	2,67,825	22,319
LTA Reimb	-	-
Food Coupons	-	-
Fuel Reimb	-	-
Telephone Reimb	-	-
PF (Employer)	21,600	1,800
ESIC	-	-
Medical Insurance	3,360	280
Gratuity	7,215	601
CTC	3,00,000	25,000
PF (Employee)		1,800
ESIC		-
PT		200
Net In Hand		20,319