PAUL VARGHESE

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| HE-122 (GROUND FLOOR), PHASE-9 MOHALI, PUNJAB, India 160055 | Home Phone: 0172-5013975 Cell Phone: 9872379975 E-mail: paul.v@fortishealthcare.com  Paulvarghese2005@gmail.com |

Professional Experience

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| *FORTIS HOSPITAL* ***(JCI ACCREDITED)*** | Mar 2005 - Present |

**SUPERVISOR-BILLING**

Job Profile

* Successfully handled operations to ensure satisfaction and high quality care to Patients
* Streamlining the HIS as per requirement for CGHS, ECHS, ESI and corporate billing
* Ensuring accurate billing and supervising IPD flow
* To prepare all kind of IPD bills and coordinate with patients personally for kind requisition to deposit of the balance amount of their bill from time to time as it is required
* Thorough experience to prepare the IPD bills of CGHS, ECHS, PSU, TPA, Paying patients and international patient bills
* Handling operational functions like pre-shift briefing and creating duty roster and also co-ordinate with HR Department regarding staff duty location and duty roster as well
* Responsible to explain the bill of treating or surgery to the patient & handling queries of patient
* Responsible for supervision of all activities of IPD Billing on daily basis
* Preparing Doctor share report for the month and FOS (Fortis Operating system) data on weekly basis
* Solving queries of all PSUs, TPAs & Corporate clients.
* Checking the TPA/Corporate/PSU bills before dispatching
* Maintaining data for internal audit of the department
* Pre and Post audit of bills
* To make training modules for the department
* Responsible for training to new joinees of the department
* To brief staff regarding new implements or any new planning
* Coordinate with IT department regarding any software errors on the billing
* Coordinate with senior consultants of different specialties regarding any patient or billing related queries.
* Updating **Billing Software –Medtrak** with price revisions, new procedures & packages

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| *JOLLY TECHNOCRATS* | Sep 2004 - Feb 2005 |

**OFFICE CO-ORDINATOR**

Job Profile

a) Preparing quotation & tenders b) Correspondence / Emails with principals from abroad and within the country c) Sourcing for materials d) Payment follow-ups e) Remittance of payment of foreign principals

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| *SELF KNITTING (P) LTD* | Aug 2003 - Aug 2004 |

**EXPORT ASSISTANT-CUM-SECRETARY**

a) Conducting correspondence B) Contacting customers through e-mail b) Preparing export documents c) Monitoring payments from abroad through T/T&L/C d) Sourcing raw material from abroad Any other work given by the M.D.

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| *THE ALUMINIUM INDUSTRIES LTD (ALIND)* | Jan 1994 - Aug 2003 |

**COMMERCIAL ASSISTANT**

a) Conducting correspondence, maintaining cash book, bank book, preparation of salary roll and looking after dealings with bank. b) Maintaining various registers under various acts such as p.tax, esi, shop & establishment etc. in addition to this i used to co-ordinate various sales activities such as tender/ enquiry procurement, preparing quotations, order followup, payment collection etc. with customers like Indian Railways, Steel Authority of India Ltd, Damodar Valley Corporation, State Elecy Boards (WBSEB,BSEB, GRIDCO, ASEB etc) and other industrial customers.

Education

* **MBA in Hospital Management from SMU**
* **BCOM from IGNOU**
* **Pre -Degree from MG University, Kerala**
* **SSLC from Kerala**

Additional Skills

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| Basics (MS-Word, MS-PowerPoint, MS-Excel) Internet Concepts.  Excellent typing speed. Good in using different billing software. |

**PERSONAL DETAILS**

Date of birth : 25.05.1974

Sex : Male

Marital Status : Married

Nationality : Indian

Mother Tongue : Malayalam

Religion : Christian,

Language Proficiency : English, Hindi, Malayalam, Bengali& Punjabi

Hobbies : Reading, Traveling & watching Hollywood

movies.