

Dr.(Mrs.) JYOTSANA MAKKAR
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EDUCATIONAL QUALIFICATION

- **BHMS** from NHMC Delhi University, Delhi in April 2012
- Certificate course in **Nutrition and Child Care** from IGNOU
- Pursuing **Master Degree in Psychology** from IGNOU

PROFESSIONAL EXPERIENCE

Overall 3 + years of experience in both Clinical and Non – Clinical profiles , worked as a Consultant Doctor , TPA coordinator , Handled various teams and coordinated with various vendor TPA companies during my span of experience.

Name of Organization	Job profile	Job Period
Med save Healthcare TPA Pvt. Limited	MEDICAL OFFICER TPA	Dec 2015 -Present
Deepak Memorial Hospital	TPA COORDINATOR	October 2013 to August 2015

EXPERIENCE SUMMARY – 3+ Years of total experience

Current Organization: Med-save healthcare TPA Pvt. Ltd.

Designation : Medical officer TPA

Duration: December 2015 to Present

Location: Lado Sarai, Delhi

WORK PROFILE

- MSBY Utrakhand Policy Claims Processing
- RSBY Government Policy Claims Processing
- Punjab Government Policy Claims Processing

Previous Organization: Deepak Memorial Hospital (A unit of Kailash Hospitals Ltd.)

Designation: TPA Coordinator

Duration: October 2013 to August 2015

Location: Delhi, Karkarduma

WORK PROFILE

- Filling of Pre-Authorization forms (Doctor's Part)
- Answering queries raised by TPA's during hospitalization of the patient according to the case in hand
- Writing correct discharge summary.
- Rectification of discrepancies raised after submission of bills in TPA's
- Coordination with the coming investigators for the hassle-free processing.
- Filling of extension forms of panel patients and writing a descriptive case summary to get permission for the extended stay
- Filling of intimation forms, estimate forms (medical part) of panel patients.
- Clear medical queries of TPA patients in reimbursement claims viz denial case, pre-post hospitalization, etc.

SKILLS

- MS OFFICE(PowerPoint, excel and MS-word)
- Email and Internet
- Scanning and printing
- Knowledge of generic policy terms and conditions.

ACTIVITIES AND SEMINARS

- Attended a seminar on Homoeopathic Repertory at YMCA by Dr.Anil Singhal(MD), Delhi
- Participated in Homoeopathic Drug Proving as a prover conducted by Central Research in Homoeopathy, Noida
- Worked in Pulse Polio Immunization Program
- Attended CME in medicine

DECLARATION

I hereby declare that all the statements made above by me are complete and correct to best of my knowledge and belief.

Place: Delhi

Sign :: Dr. Jyotsana Makkar