

	<b>JOB DESCRIPTION</b> <b>(TO BE ISSUED BY HRD TO ALL STAFF)</b>	<b>JD/HR</b>
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JOB SPECIFICATION	
JOB TITLE	Senior Executive – Insurance Coordinator / Credit Control/Receivables
EDUCATION	Any Degree
ADDITIONAL QUALIFICATION	-
SKILLS REQUIRED	Communication , Commitment & initiative, Client & Customer Relation
ADDITIONAL SKILLS REQUIRED	-
EXPERIENCE REQUIRED	Minimum of 3 - 5 years in a relevant field
DEPARTMENT & LOCATION	TPA/ credit Billing & Bangalore
POSITION REPORTS TO	HOD – Credit Control & HOD- Finance & Accounts
JOB DESCRIPTION (MAIN JOB TASKS)	
<ul style="list-style-type: none"> <li>• Excellent knowledge of TPA, Corporates, Ensure to Follow up and 100% recovery of both ESIC, Govt and Pvt Insurances.</li> <li>• Ensure accurate documentation and follow up. Empanelment Knowledge, and track on renewals etc</li> <li>• Download Credit Bills details from Palash on daily basis in Excel and later update/compare the file after receipt of bills from Billing Department.</li> <li>• Answering the queries and forwarding the query reply to insurance company / TPAs.</li> <li>• Periodically educating claim assistance department about the changes in the policy, rules &amp; regulations and application deduction on settlement.</li> <li>• Maintaining relationships with insurance companies, agents, brokers, reinsurers, and other entities within the industry.</li> <li>• To audit / verify the case file (for long standing) and intimate the patient particulars to TPA or insurance.</li> <li>• In case, if found any mistakes in the bills, the same must be sent back to the respective units for correction.</li> <li>• Tracking of Bill dispatch details in Excel form, by capturing down the Pre-authorization number, Cust ID number, Policy number and reference number from the bills received.</li> <li>• Following up payment details as and when received from govt &amp; pvt insurance companies ensure to hand over cheques to Accounts Department.</li> <li>• Provide our Statement of Accounts once in a month to concerned persons in TPA/ Corporates/ Govt. Agencies.</li> <li>• Oversee the processing of health insurance claims to ensure the procedure is handled efficiently, accurately also providing satisfactory customer service</li> </ul>	
GENERAL COMPETENCIES	
<ul style="list-style-type: none"> <li>• Advance MS Excel</li> <li>• Ability to establish strong client relationship.</li> <li>• Communication Skill</li> <li>• Positive &amp; empathetic attitude</li> <li>• Analyze and solve lower-complexity problems</li> </ul>	
Kindly share resumes to <a href="mailto:careers@milann.co.in">careers@milann.co.in</a>	

*Please Note: This is not an exhaustive list of responsibilities but provides a general guideline of the duties assigned to the position. Job descriptions are dynamic and will change depending on the organizational requirement.*