

Certificates

- Advance Lean Six Sigma Yellow Belt Certification by Sparen & Gewinn Consulting
Issue Date: Mar-2023
- Certified for Data Analyst using Python by IBM
Issue Date: Jun-2023

Manoj Khartad

Sr. Payment Accuracy Specialist

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Motivated and detail-oriented professional with 6+ years of Analyst experience seeking an Operational growth. Seeking an opportunity to apply my advanced knowledge of Analysis and cross functional experience in data driven healthcare industry.

Skills

- Documentation | Client Presentation | Analytical
- Python | My SQL | Power BI | Excel

Education

Institute

Year

MBA	Datta Meghe Institute of Management Studies, Nagpur	2012 - 14
BCCA	Dr. Ambedkar Institute of Management Studies, Nagpur	2009 - 12
Diploma in IT	Government Polytechnic, Bramhapuri	2006 - 09
XII	Gurunanak College of Science Ballarpur	2004 - 06
X	Sarvodaya Vidhalaya Ballarpur	2003 - 04

Work Experiences

Total Experience: 8 years 2 months

Sr. Payment Accuracy Specialist Cotiviti India Pvt Ltd

(Nov 2018 - Current)

- **Recovered:** Recovered more than \$3.0 Million per year for the insurance company on each process with 100% quality.
- **Streamlined:** Streamlined the process by removing unnecessary steps, resulting in a 100% increase in production rate.
- **Automated:** Identified time-consuming processes, automated them, and achieved a 100% increase in production.
- **Trained:** Trained and mentored 10+ freshers, enhancing their skills and productivity.
- **Transitioned:** Successfully managed the transition of a new process from the client's end.
- **Surpassed:** Surpassed the target of \$750,000.00 with 100% quality for each quarter, earning the Quarterly Performance Excellence Award.
- **Created:** Created a cheat sheet for the production team, leading to faster and more efficient execution of the process.

Sr. Ar Caller Mmodal Global Solutions Pvt Ltd

(May 2016 - Aug 2018)

- **Exceptional Claim Management:** Successfully managed both electronic and paper claims, ensuring their accurate and timely processing, leading to a high claim submission and payment success rate of 90%.
- **Effective Coordination and Communication:** Proactively monitored and addressed major claim rejections or denials through efficient coordination with clearing houses and insurance carriers, resolving issues promptly and optimizing claim acceptance.
- **Performance Improvement:** Analyzed underperforming client reports to identify trends in denied claims, devising actionable plans of action (POA) that improved claim success rates and reduced denials.
- **Compliance Adherence:** Ensured strict compliance with state and federal insurance guidelines, including HIPAA and PHI regulations, to maintain the confidentiality and security of sensitive patient information.
- **Root Cause Analysis:** Conducted in-depth root cause analysis for the 10% of claims that were denied, identifying underlying reasons for denials and implementing measures to prevent recurrence in future claim submissions.

Sales and Business Development Professional Inopen Technologies Pvt Ltd

(Sept 2013 - Sep 2015)

- **Proven Sales Success:** Demonstrated a track record of consistently achieving monthly sales of 5-6 lac, exceeding assigned targets and contributing to the company's revenue growth.
- **Effective Lead Generation:** Successfully generated and nurtured leads, resulting in a significant number of conversions to prospective clients.
- **Engaging Product Presentations:** Organized and delivered compelling seminars and presentations to school computer teachers and principals, leading to increased interest and bookings for the computer subject syllabus product.
- **Strategic Planning:** Meticulously planned and mapped target areas for field sales and cold calling, optimizing time and effort for maximum outreach and impact.

Accomplishments

- **Recognized for Contributions:** Received multiple Rewards and Recognition for exceptional performance and significant contributions to the team's success.
- **Continuous Professional Growth:** Received four well-deserved promotions in just three years for consistently delivering exceptional results and demonstrating leadership skills.
- **Outstanding Performance Awards:** Recognized with the Quarterly Performance Excellence Award in both July-Sept 2022 and Apr-June 2023 periods for surpassing the \$750,000.00 recovery target for each Quarter with a perfect quality score.