

RITISHA PANWAR

FRONT OFFICE EXECUTIVE

CONTACT

- 8439390445
- panwarritisha72@gmail.com
- Dehradun, Uttarakhand

PROFILE SUMMARY

Highly organized and customer-focused Front Office Executive and TPA Incharge with strong experience in managing front desk operations, patient coordination, and insurance claim processing. Skilled in handling TPA processes, billing, patient queries, and maintaining smooth communication between departments. Adept at multitasking, maintaining confidentiality, and ensuring excellent patient service with a professional approach.

EDUCATION

2020 - 2023
HNBGU SRINAGAR GARHWAL

- Bachelor of Art

2019 - 2020
SVMIC SRIKOT GANGANALI

- 10+2 (SCIENCE)

WORK EXPERIENCE

KRISHNA MEDICAL CENTRE 2024-2025-
(HOSPITAL)

FRONT OFFICE EXECUTIVE

- Billing (IPD and OPD)
- Maintaining Pateints Record
- Maintaining IPD Documentation
- Files Filing
- Relationship Management
- Handling Queries

AYUSHMAN BHARAT YOJNA JAN-JUNE 2025-

- Patient Admission & Discharge Process
- Pre-Authorization & Cashless Approvals
- Document Verification & Record Keeping
- Claim Processing & Settlement

SKILLS

- Communication Skills
- Front Desk Management
- Telephone Etiquette
- Time Management
- Appointment Scheduling
- OPD & IPD Registration
- Billing & Payments Handling
- Problem Solving & Complaint Handling

LANGUAGES

- Hindi
- English