

OBJECTIVE

Looking for a long-term stable career with an equal opportunity organization, where I can learn new things and gain knowledge of the respective field using my skill set to give maximum output with complete involvement in the business thus proving lucrative for the business or organization. Patient Care Coordinator with more than 03 years of experience in Healthcare Operations TPA, OPD & Billing.

EXPERIENCE

Healing tree hospital

October 2025 - Till now

Billing Executive

ESIC billing

CGHS billing

Delhi police billing

Cash billing

TPA billing

Psu Billing

ESIC bunch ready

CGHS OPD & IPD Uploading

ESIC IPD Uploading

Le crest hospital

April 2024 - October 2025

Front office executive

Patient Admission

Patient Discharge

OPD Billing,

All Panel Billing,

PSU's Handling,

Credit & Cash Billing.

Admission File work

Discharge File work

Max Health care

2023 octobet - April 2024

TPA Front office assistant

Pre-Auth Process further initial Approval for Patient Admission.

Query Reply.

Bill Dispatched

TPA Counseling.

Government insurance

The New India Assurance Company Limited.

United India Insurance Company Limited.

The Oriental Insurance Company Limited.

National Insurance Company Limited.



KHUSHI BHAGAT

@ khushibhagat112@gmail.com

9891463418

Sector 2A/140 Vasundhara
Ghaziabad Uttar Pradesh

SKILLS

✓ Strong liaisoning with Insurance and TPA ✓ Public Dealing ✓ Corporate Communication ✓ Negotiation ✓ Proactive approach ✓ Positive attitude ✓ Hard working ✓ Team player ✓ Result oriented ✓ Ability to work independently ✓ Ability to work under pressure and strict deadline

PERSONAL DETAILS

Marital Status : Single

Nationality : Indian

Gender : Female

EDUCATION

Admission pursuing

2026

MBA Hospital Administration

Khalsa College University of Delhi

2023-2026

Bachelor of commerce

Govt Girls Sr Sec school

2021-2023

Intermediate

Holy field public school

2012-2021

High school