

S. S. PRATAP

AYUSHMAN EXECUTIVE
& TPA EXECUTIVE



Bareilly, Uttar Pradesh



9634702891



PROFESSIONAL SUMMARY

Experienced Ayushman Bharat (PM-JAY) & TPA Executive with over 6 years of experience in hospital operations, beneficiary verification, pre-authorization, claim management, package handling, and insurance coordination. Skilled in BIS, TMS, PMJAY, UMP, IHX Portal and TPA claim processing. Proven ability to manage end-to-end patient and claim workflows while ensuring compliance with government and insurance guidelines.



ACADEMIC QUALIFICATION

- B.Com from Monad University 2013
- Intermediate (CBSE), 2009
- High School (CBSE), 2007



CERTIFICATIONS

- Certificate in Computer Concepts (CCC) – NIELIT
- Pradhan Mantri Arogya Mitra Certification – NSDC
- PM-JAY Job Role Certification – NSDC



COMPUTER SKILLS

- MS Excel
- MS Word
- Internet & Email Handling
- Data Entry
- Hindi & English Typing
- Hospital Information Systems (HIS)
- Basic IT Troubleshooting



PERSONAL DETAILS

Date of Birth : 15-02-1991
Gender : Male
Languages Known : Hindi, English
Marital Status : Unmarried



CAREER OBJECTIVE

To work in a challenging healthcare environment where I can utilize my experience in Ayushman Bharat (PM-JAY), TPA Operations, Claims Management, and Hospital Coordination while contributing to organizational growth and patient satisfaction.



PROFESSIONAL EXPERIENCE

1

AYUSHMAN EXECUTIVE & TPA EXECUTIVE

Rohilkhand Cancer Institute, Bareilly

Aug 2024 – Present

- Beneficiary identification and eligibility verification through BIS Portal.
- Generation and correction of Ayushman e-cards.
- Patient registration, package selection as per PM-JAY guidelines.
- Submission and follow-up of pre-authorization requests.
- Coordination with Medical Officers, Insurance/Trust teams and SHA.
- Claim submission, claim tracking and payment reconciliation.
- Resolution of claim queries and deficiencies within timelines.
- Handling BIS, TMS, UMP, IHX and PMJAY portals.
- Daily MIS reporting and documentation management.

2

AYUSHMAN MITRA & TPA EXECUTIVE

Rohilkhand Medical College & Hospital, Bareilly

Jan 2021 – Sept 2023

- End-to-end PM-JAY patient management.
- Beneficiary identification through Aadhaar and government-approved IDs.
- E-card generation and patient counselling.
- Pre-auth submission and approval follow-up.
- Discharge processing and claim preparation.
- Claim query management and deficiency resolution.
- Coordination with insurance companies and TPAs.
- Portal issue resolution with SHA and support teams.

3

TPA EXECUTIVE & AYUSHMAN MITRA

Sai Hospital, Bareilly

Jun 2018 – Oct 2020

- Cashless insurance and TPA processing.
- Insurance documentation verification.
- Pre-authorization and enhancement requests.
- Claim preparation and submission.
- Patient billing coordination.
- Software support and hospital data management.



AYUSHMAN BHARAT CLAIM PROCESS EXPERTISE

- Beneficiary Verification through BIS Portal
- Ayushman Card Generation
- Patient Registration in Hospital
- Package Selection as per Clinical Requirement
- Pre-Authorization Submission
- Approval Follow-up
- Treatment Monitoring
- Discharge Documentation
- Claim Preparation
- Claim Submission through TMS Portal
- Query Resolution
- Claim Settlement Follow-up
- Payment Reconciliation
- Record Maintenance and Audit Support



TPA CLAIM PROCESS EXPERTISE

- Patient Insurance Verification
- Policy Eligibility Check
- Cashless Approval Request
- Medical Documentation Collection
- Pre-Authorization Submission
- Enhancement Request Processing
- Discharge Intimation
- Final Bill Preparation
- Claim Submission
- Query Handling
- Settlement Follow-up
- Payment Reconciliation



PORTALS & SYSTEMS EXPERTISE

BIS PORTAL

TMS PORTAL

PMJAY PORTAL

UMP PORTAL

IHx PORTAL



DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Bareilly

(S. S. PRATAP)