

**Pratik D Vaidya**  
**Email ID – dpratik2744@gmail.com**  
**Mobile: +91 8482845899**

## **Objective**

I am a flexible person seeking employment that will allow the development and growth and use of my existing skills. I am keen to collaborate with cross functional teams to provide effective solution.

## **Professional Summary**

- A details oriented professional with 3 years of experience in Claim Processing.
- Experience in Filling claim forms and also checking the same that are receives form the clients.
- Update the all information regarding claim in Excel sheet on daily basis.
- Responsible for organizing and Sharing Information on clients.
- Proficient in the JAVELINA tool.
- Assist clients with claims processing.
- Experienced in maintaining all regulatory guidelines, including HIPAA compliance.
- Experienced in maintaining the productivity goals and standards set by the department.
- Quickly adapts to learning and understanding the basic elements and concepts of audit operation.
- Maintain accurate records and notes of claims-related documentation.
- Ability to prioritize and manage workload.
- Excellent communication ensures positive customer interaction.

## **Professional Experience**

### **Mphasis Limited INDIA**

**Dec 2022 – Nov 2024 As Knowledge Specialists**

### **Roles and responsibilities –**

- US-Healthcare process and Claim Adjudication.
- Responsible for filing additional claims that are in a pending status until all required information is received.
- Responsible for pulling files and paid them when required information is received
- Organized and reviewed medical claims for completeness, accuracy, and took appropriate action to ensure procedures are followed

**Access Healthcare Pvt Ltd**  
**Dec 2021 – Dec 2022 As Client Partner (Billing)**

**Roles and responsibilities –**

- Worked for Captured data from scanned images, ensuring accurate extraction and input into databases.
- Verified data by comparing it against source documents to maintain high accuracy levels.
- Updated existing data in the system, ensuring timely corrections and enhancements
- Maintained a focus on internal and external accuracy, delivering high-quality data management.
- Strong understanding of US healthcare regulations and compliance, including HIPAA.

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**Education**

- B.Sc (Computer Science) in 2016 from Sant Gadge Baba Amaravati University

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**Personal Details**

**Name** : **Pratik Dhananjay Vaidya**  
**Nationality** : **Indian**  
**Date Of Birth** : **20 JUNE 1995**  
**Languages** : **English, Hindi and Marathi.**  
**Address** : **Bhandari Building, Behind Zensor IT Park**  
**Thete Vasti, Kharadi Pune - 411014**

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

**Place: Pune**

**Yours Truly**

**Date:**

Pratik D Vaidya