



TRAINING AND PLACEMENT CELL

No. PC/F. No- 90/2023-24/378

Dt: 25.07.2023

C I R C U L A R

**Sub: On Campus/Placement Drive on 27.07.2023 (Thursday) to hire Finance Professional and Graduates for the openings at Solutions 3X, Madhapur, Hyderabad for B.Tech, M.B.A and M.Com students.
Approval Competent Authority dated 25/07/2023.**

AR Caller Job Description:

- Speak with insurance providers on behalf of US Medical professionals and conduct additional analysis on past-due receivables.
- Prioritize unpaid claims for calling based on how long they have been underpaid.
- Call insurance companies directly and convince them to pay the outstanding claims.
- Verify the accuracy of the patient's insurance information.
- Assess unpaid insurance claims.
- Contact insurance companies to check on the status of claims.
- Transfer the outstanding balance to the patient if he or she lacks adequate insurance coverage.
- Correct the claim based on insurance company inputs

Medical Scribe Job Description:

- Provide documentation coverage for a set of healthcare providers, which involves listening to audio recordings of patient clinic visits and leveraging technology to summarize medical facts in professional clinical reports. Achieve proficiency in navigating EHRs and enter clinical reports and data directly into customer EHRs, adhering to specific clinic guidelines and workflows.
- Maintain a high - quality standard and adhere to account – specific documentation which delineates documentation requirements for our customers.
- Collaborate with managers on feedback from providers and successfully resolve issues. Editing and correcting medical dictation performed by speech recognition software.



- Performing additional tasks such as following up and revising patient history, as well as entering medical reports into electronic health records systems.
- Typing out the full forms of medical abbreviations and acronyms, as well as the formal versions of medical jargon.
- Identifying and following up on inconsistencies, errors, and missing information within a transcribed report.

Eligibility Criteria:

- B.Tech, M.B.A and M.Com Students
- Good organizational skills are prerequisites for fast follow-up,
- Willingness to work nights shifts.
- Strong reporting abilities and ability to multitask.
- Capability of adhering to a set work schedule
- Capability of paying close attention to instructions
- Capability of working alone and as part of a team
- Good Computer skills

Date: 27.07.2023 (Thursday) from 10:30 A.M onwards

Venue: MANUU Polytechnic, Hyderabad.

Job Type: Hybrid Mode.

Salary: Upto 4 Lakhs Per Annum.

Vacancies: More than 25.

I/c, Training and Placement Cell

Copy to:

1. O/o Vice Chancellor, OSD-1, OSD-II & Registrar
2. HoD of concerned departments with a request to inform their students
3. Concerned file.