



**AMITY TECHNICAL PLACEMENT CENTRE**  
DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

**Pandaje Web Services Pvt Ltd**  
**Campus Recruitment - 2020 Passing Out Batch**

<b>Company</b>	<b>Pandaje Web Services Pvt Ltd</b>
<b>Batch</b>	2020
<b>Joining</b>	Immediate Joining
<b>Date of Campus</b>	17 <sup>th</sup> Jan 2020
<b>Reporting Time</b>	9.00 AM
<b>Venue</b>	J2 Auditorium, Amity University, Noida
<b>Job Title</b>	<b>Profile 1. AR (US Healthcare)</b> <b>Profile 2. Business Development Executive (Payment Gateway).</b>
<b>Eligible Degrees</b>	B.Tech , MBA, MCA
<b>Eligible Branches</b>	All Branches
<b>Eligibility Criteria</b>	No % Criteria
<b>Location</b>	Noida
<b>Salary Package (CTC)</b>	INR 3.5 LPA
<b>Recruitment Process</b>	Will be Informed Later
<b>Roles &amp; Responsibilities</b>	<u>Profile 1.</u> <ul style="list-style-type: none"><li>• Check eligibility and benefit verification.</li><li>• Review patient bills for accuracy and completeness and obtain any missing information.</li><li>• Prepare, review, and transmit claims using billing software, including electronic and paper claim processing.</li><li>• Knowledge of insurance guidelines, including HMO/PPO, Medicare, and state <a href="#">Medicaid</a>.</li><li>• Follow up on unpaid claims within standard billing cycle timeframe.</li><li>• Check each insurance payment for accuracy and compliance with contract discount.</li><li>• Call insurance companies regarding any discrepancy in payments if necessary.</li><li>• Identify and bill secondary or tertiary insurances.</li><li>• All accounts are to be reviewed for insurance or patient follow-up.</li><li>• Research and appeal denied claims.</li><li>• Answer all patient or insurance telephone inquiries pertaining to assigned accounts.</li></ul> <u>Profile 2.</u> <ul style="list-style-type: none"><li>• Should be exposed to US sales, Inside sales, business development,</li></ul>

	<p>cold calling, Email Marketing, Lead Generation, networking or advertising.</p> <ul style="list-style-type: none"> <li>• Must possess good customer convincing skills</li> <li>• Able to make PPT presentations/Email Etiquette: Needs to be a vivid writer who can put in her/ his ideas and concepts in a simple frame yet in a very eye catching manner.</li> <li>• Developing comprehensive marketing strategies and plans to work with mid &amp; senior level management, marketing and technical staff . Follow and analyze market trends</li> <li>• Focus on implementing programs that consistently generate new, high quality leads for our company.</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Use of computer systems..</li> <li>• Able to work in a team environment.</li> <li>• Problem-solving skills to research and resolve discrepancies, denials, appeals, collections.</li> <li>• Knowledge of excel.</li> <li>• Typing Speed 20 – 25 wpm</li> <li>• Knowledge of medical terminology likely to be encountered in medical claims.</li> </ul>
<b>How to Apply</b>	<p>Interested and eligible students need to apply on the link given below latest by <b>5:00 PM, 20th December 2019.</b></p> <p><a href="#"><u>Click here to apply</u></a></p> <p>Late entries will be automatically deleted.</p>

**My Best Wishes are with you!**

**Prof. Dr. Ajay Rana**  
**Advisor**