



Priyanka Soni

To utilize my acquired knowledge, further enhance my knack capabilities and proved the best of my abilities for the benefit of the company

Skills

Asministtative Background



Patient Care



Email Handelling



MS WORD



Languages

English



Hindi



Punjabi



CONTACT

Email

neemul0786@gmail.com

Phone

7988827542

Address

Shahpur Begu, -125055
Sirsa Haryana India

Work Experience

Fortis Memorial research Institute | Gurgaon Haryana india

Nov.2022 - Present

Assistant

- Handle registration & billing for patients and generate a caring atmosphere in the front office .
- Effective utilization of hospital information system (H.I.S) & Other software for tasks assigned periodically.
- Manage and assists the patient flows in areas of OPD.
- Guide patients to their respective destination.
- Ensuring timely deposit of cash/draft/Cheque/Credit slips to finance Department.
- Opening & Closing of counters on their respective shifts
- Sharing accurate Cash/Credit/Corporate billing and discount information with patients & achieve high levels of customer satisfaction at each interaction.
- Billing for empanelled patients under (PSU/CORPORATE) accordingly.
- Handled in-line customers in a polite, courteous, and efficient manner.
- Processing outpatient billing transactions accurately and efficiently.
- Resolving billing discrepancies or issues promptly and professionally.
- Collaborating with other departments, such as marketing, call centre and finance, to ensure smooth billing processes.
- Providing excellent customer service to patients regarding billing inquiries and payment arrangements.

Metropolic Labs | Sirsa Haryana India

Accessionins Officer

Jul.2020 - Nov.2022

- Greeting and assisting patients, scheduling their appointments.
- Answering phone calls and queries .
- Registering patients and updating their information into system,
- Coordinating with lab technicians for sample collection and testing.
- Ensuring compliance with privacy regulations regarding patient information.
- Maintaining Daily data records and mailing to Head office.

- Ensuring proper documentation and labeling, maintaining sample integrity, and adhering to safety protocols.
- Data entry, inventory management, and coordinating with healthcare providers regarding sample submissions

Bhovishya international School | Sirsa Haryana India

Teacher

Apr.2018 - May.2020

- Assessed student performance regularly using both formative and summative assessments to inform future lesson planning.
- Scheduled conferences with parents to discuss students' progress and classroom behavior.
- Creating lesson plans, delivering instruction to students, assessing student progress
- Providing feedback, maintaining classroom discipline, communicating with parents or guardians,
- Collaborating with colleagues, and staying updated on educational best practices and curriculum requirements.
- Boosted cultural awareness by incorporating children's literature from world cultures

Education

10

, CBSE BOARD 2013

12

, CBSE BOARD 2015

B. com

, Chaudhary Devi Lal University, 2018

MBA

, Chaudhary Devi Lal University, 2022

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place

Date

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