

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**  
**PLACEMENT OPPORTUNITY@ OPTUM**

NOTICE NO: AJU/T&P/UG/0031/20-21

DATE: 03-06-2021

NAME OF COMPANY: OPTUM (A part of UnitedHealth Group)

PAYROLL COMPANY NAME: OPTUM

**Registration deadline for Nomination is till 6:00 pm, 4<sup>th</sup> June 2021.**

**ABOUT THE COMPANY:**

**Optum** is a health information technology and services firm that is a **part of UnitedHealth Group**. It provides technological, operational and consulting solutions and services to individuals, healthcare organizations, pharmaceutical companies as well as the federal and state governments. **UnitedHealth Group is a US Multinational company, a healthcare giant, with offices in 33 countries. In India alone, they have offices in Bangalore, Chennai, Gurugram, Hyderabad, Mumbai and Noida.**

Much of their growth here is due to the continued success of Optum, their leading health services and innovation business.

**Website:** [www.optum.com](http://www.optum.com)

**JOB DETAIL:**

**PROFILE:** Claims Associate

**SKILLS NEEDED:** Excellent Written and verbal communication skills in English.

**ELIGIBLE COURSE & SPECIALIZATION:** BBA/[B.COM/BA](#) (Any Specialization)

**ELIGIBLE PASSING YEAR:** 2021

**ELIGIBLE GENDER:** FEMALE /MALE

**REMUNERATION OFFERED:** CTC Rs. 2.43 Lakhs Per Annum and Fixed Salary Rs.1.86 Lakhs Per Annum

**JOB RESPONSIBILITIES:**

The company is currently looking for dedicated professionals to fulfill the following job responsibilities:

- Responsible for the accurate processing and completion of medical claims.
- Process claims that route out of automatic adjudication, within current turnaround standards.
- Proficiency in product lines applicable to processing unit.
- Ability to understand and apply plan concepts to include:
  - Deductible
  - Coinsurance
  - Co-pay
  - Out-of-pocket
  - State variations

#### **REQUIRED SKILLS:**

- Fresher
- Ability to multi-task, this includes ability to understand multiple products and multiple levels of benefits within each product
- Ability to remain focused and productive each day though tasks may be repetitive

#### **ELIGIBILITY:**

- Fresher
- Graduate/Pursuing Graduate.
- [Should be comfortable working in night shifts \(5:45 PM to 3:15 AM & 8:30 PM to 6:00 AM\).](#)

#### **CRITICAL SKILLS REQUIRED:**

- Result-oriented and goal-driven
- Analytical ability: Research skills combined with effective decision-making and superior interpersonal skills
- Strong verbal and written communication skills
- Ability to accept constructive criticism with being coached and growing as a professional
- Critical thinking abilities
- Ability to multitask

#### **SELECTION PROCESS/ROUNDS:**

- Telephonic Screening
- Virtual Interview

#### **TENTATIVE JOINING DATE/PERIOD: IMMEDIATE**

#### **ANY BOND/SECURITY AMOUNT: NO**

#### **JOB LOCATION: Delhi/NCR**

#### **PROCESS OF REGISTRATION :**

**01.** Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

**<https://forms.gle/LvbFV6mrjEaLhzMR9>**

**02.** Students registered with the T&P Department for placements, are only eligible.

**03.** Already placed & debarred students are not eligible.

**04.** Updated list of debarred students is available with the respective HODs.

**05.** Please note that it is mandatory to submit the above form to nominate successfully.

06. The form can be submitted only once, thus please be cautious while filling up the form.

07. The Resume File name must be student's own name.

08. **Registration deadline for Nomination is till 6:00 pm, 4<sup>th</sup> June 2021.**

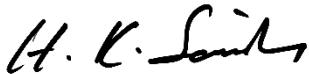
09. One student can Register only once, thus be cautious while registering.

10. **Please Note: The Registration process will automatically turn off after the provided deadline.**

11. You are advised to read & understand the disclaimer below before applying for this opportunity.

12. For queries you may **WhatsApp @ 7279900530** (Ms. Zeba - Sr. Executive Training and Placement)

Sd/-



**HEAD - TRAINING & PLACEMENTS**

**Disclaimer:** The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the aforementioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy in these terms, as modified from time to time. Therefore students are strictly advised to read and clearly understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above mentioned profile.