



PAK:0092 345-5113033

waqasmuhamamd499@yahoo.com

H # 12-A-CA-194 HUNZA COLONY SAIDPUR
ROAD RAWALPINDI.

==

Muhamamd Waqas

S/o Muhammad Naseem Ullah

OBJECTIVE:

To secure a position in an organization, that utilize my qualification and experience in a rewarding career; to afford my professional as well as personal growth.

EXPERIENCE:

I have been working in the **Medical Billing Industry** for last **13 years**. During this tenure, I worked on multiple positions that helped me understand the basis of:

- Medical Billing in USA & UAE
- Industry Requirements and Standards
- Team Management

Opportunity to work in multiple positions in Medical Billing Industry helped me gained vital Operational, Quality and Management experiences. Summary of my core job duties and responsibilities during my carrier till date include:

OPERATIONS MANAGEMENT:

- Performed Medical billing for offshore doctors.
- Kept information track of all changes in the rules and regulations of Insurance carriers and updated the supervisor on regular basis.
- Handled the floor and given guidelines to the staff in absence of supervisor/team leader.
- Research/Analyze and prepared appeals when claims are rejected. Persuade the cases and delivered results in given time frame
- Done telephonic conversations with Insurance companies for claim follow up and resolving issues.
- Telephonic contact with clients and doctors in USA on daily basis.
- Had Tele conversation with Insurance Companies for claim follow up in routine to research/analyze and prepare appeals when claims are rejected To Tele-converse.

MEDICAL BILLING MANAGEMENT/TRAINING:

- Ensure profitability of operations and supervise different aspects of Medical Billing management including claim charges, claim submission, payment posting, follow up and reimbursement management.
- Handling operational functions like pre-shifts staff briefings, creating the duty roster, shift management.
- Organizing and conducting practical and theoretical training programs, to enhance skills and motivational levels.
- Carry out routine communication with clients to ensure smooth running of client's billing activities.
- Conduct appropriate on Job training on different updates in the Medical Billing industry, Service Excellence and Teamwork to the Operations staff.



<https://addcare.com/>

From Feb 2013 to till date.

I have been working with Add Care as an **Assistant Manager Billing/Payments**. Working with multiple specialties Cardiology, Pediatrics, Physical Therapy, Sleep Study, and Internal Medicine etc.



<https://sybridmd.com/>

Period of Employment:

From Dec 2016-June 2017.

I have worked with Sybrid MD as **Backup Team lead**.

Position:

Backup Team Leader – Dec 2016- June 2017.



Period of Employment:

From June 2014-Nov 2016.

I have worked with Paramids Global as **Follow up on AR**

High Wing TRAVEL AND TOUR

Period of Employment:

(From Feb 2014 – May 2014)

Position: Account Manager



<http://www.mtbc.com/>

Period of employment: June 04th, 2008 to Mar 01th, 2012

MTBC was my first job in the Medical Billing Industry and in span of 4 year.

Position: Billing Executive June 04th, 2008 to Mar 01th, 2012

ACADEMIC QUALIFICATION:

<u>B.COM (2006-2008)</u>	Leadership College (Punjab University Lahore)
<u>H.H.S.C (2003-2005)</u> (Commerce)	Rawalpindi College of Commerce (Punjab Board, Rawalpindi)
<u>S.S.C (200-2006)</u> (Science group)	(Punjab Board, Rawalpindi)

KEY SKILLS

- Competent in using Microsoft Office and internet for useful and required Information.
- Expert in Data Entry Software.
- Given many technical and customer oriented presentations in front of senior, junior audiences and colleagues at work, college and by providing excellent results.
- Worked with various peoples and with senior members and colleagues to achieve common targets
- After working on a range of assignments and topics during my academic career, I possess the ability to solve problems theoretically and logically.
- Highly reliable and self motivated under pressure.

LANGUAGES:

Possess good interpersonal and communication skill in **English, Urdu and Punjabi**.

REFERENCE:

Will be provided on request.