

Resume

Muhammad Nabil Minhas

Muzaffarabad AJK

DOB:27/05/1995

Contact: 03466090330

Email: Nabeelraja6090330@gmail.com

PROFILE:

I am well organized, reliable, enthusiastic person who is hard- working, selfreliant, with the ability to remain calm and good humored under pressure. I Enjoy working on my own initiative and in a team and can deal with administrative duties competently in a methodological approach. I consider myself to be analytical and inquisitive.

I am looking to make some serious investments in my life so that I can reach my long term goals. I am giving myself the time and resources to achieve my aims and need an opportunity to be able to show my skills at professional level, where I would try to perform my responsibility as effective and as professional in attitude to achieve my targets. With that in mind,

I want to work in a well reputed organization to gain the necessary practical experience to enable me perform my duties more efficiently.

WORKING EXPERIENCE

2 YEARS

Billing executive (PMTAC)

MARCH 2022 TO CONTINUE

Responsibilities:

1. Ensure quality, timeless and accuracy in the entire billing process.
2. Making Calls to the providers' offices on day to day activities (when required)
3. To resolve medical claims related issues of complex nature.
4. Monitoring & resolution of client complaints.
5. Working one eCW soft, iClinic , Mdeon

ACCOUNT MANAGER OPS (MTBC)

SEP-2020 to FEB-2022

Responsibilities:

- Ensure quality, timeless and accuracy in the entire billing process.
- Communication with New Jersey Management regarding practice issues. Making Calls to the providers' offices on day to day activities (when required) To resolve medical claims related issues of complex nature.
- Monitoring & resolution of client complaints.
- Checking Daily work (FTP/Scanning/other received from the providers' offices).

- Checking/sending/replying SSC Messages/Emails from Providers' offices, NJ, and other depts.
- MTBC Soft Authentications.
- MTBC Soft Reports, (ERA, Financials, Aging, Submission, Missing Claims, Rejections, Blank Status, Calls, Unpaid Claims, Negative Balance, Call authorization, DWC and Missing DOS).
- Daily Update Meeting with Team to keep them updated of all the changes in the rules and regulations of insurance carriers, billing guidelines and to coordinate with Account Managers for Daily Issues/practice Concerns.
- Random Checking of Billing/Follow-up.
- Daily Signoff (including all the variables of their daily tasks including Exceptions, scanning, and communication).
- Implement and act in accordance with MTBC's information security and privacy policies.
- Ensure compliance with information security responsibilities specific to your job role.
- Protect assets from unauthorized access, disclosure, modification, destruction or interference.

Education:

- AJK University Muzzafarabad- Msc mathematics
- AJK University Muzzafarabad-Bachelors (BSc double math physics)
- BISE Mirpur AJK Facility of science (Pre-eng)

Computer skills:

- SAP Accounting Software
- ERP Software (AZM)
- Corel draw
- MS Word
- MS Excel
- MS power point
- Fact Soft
- TalkEHR
- Kareo Billing Software
- Web soft

Languages

Urdu, English, Hindko, Punjabi

Reference

Reference will be furnished on demand