

ABDUL MOIZ

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Career Objectives

To be a promising member of a challenging and rewarding Team lead Management position in a people-oriented organization with opportunities for personal Advancement based on professional skills.

Educational Qualification:

2021 ADP In Accounting UCP (University of Central Punjab Rwp)

2019 Intermediate CTTI College Islamabad

Individual Strength:

- I have the adaptability to adjust myself in all type of environments and societies and have strong communication and personality enhancement aptitude, self-motivated person and believe in only being hardworking.
- Enjoy the challenges of a fast-paced work environment, meet the demand of a heavy workload have a flexible attitude and work with diverse responsibilities.

Professional Experience:

Team Lead Operations

Handling and managing ten different clients and reporting directly to the providers about their revenue forecast and denial management. Leading a team of 8 individuals as well as training and mentorship of internees and junior employees. Handling meetings with exceptional communication and client relations skills to ensure the satisfaction of the account and the client.

2.5 years in medical billing working as billing executive/AR Specialist and now working as a team lead operation in BellMedEx.

- Developed and implemented management controls and quality assurance processes to ensure the accuracy and efficiency of claims submission, payments postings, and Account Receivable.
- Monitored and reported productivity and worked collaboratively with VP Operations on periodic audits as well as annual training requirements.
- Provided ongoing education to Billing staff and Midlevel Practitioners covering changes in billing and reimbursement rules, state and federal legislation, and billing software applications.
- Managed physician fee schedules and updated system according to provider type, and respective payer/intermediary reimbursement levels.
- Successful execution of all operational aspects related to Insurance Claims, Denials, and Accounts Receivable.
- Contacted insurance companies and third parties payers regarding errors and discrepancies.
- Resolved errors by resubmitting corrected or unacknowledged claims, medical records, appeals, and other documentation required for timely payments.
- Issued refunds as needed.
- Educated in Medical Terminology, EOBs, Remittances, CPT, and ICDs.
- Worked independently and as a team member.
- Manage day-to-day operations of the accounts department
- Make Weekly reports for providers showing statics, CPA, and, details.

Software's:

I'm good in using different Billing cloud base software's. Like:

- Advanced MD
- eCW
- MediFusion

- Office Ally
- Daisy Bill
- Athena

• I have worked on the following specialties like:

- Chiropractic and Physical Therapy
- Wound Care
- Urgent Care
- Internal Medicine
- Behavioral health
- Have a great experience on worker compensation claims.

Key Skills:

- High-level computer skills including MS-Word, MS-Excel with Formulation, MS-Access, & MS-PowerPoint and custom-made management.
- Strong supervision and management abilities.
- Strong ability to work with a positive attitude in a high-pressured environment with short deadlines.
- Strong relationships with higher management and facilities representatives.
- Experience in managing daily accounts sheets, payroll management, and using customized accounts software.
- Customer Focus, Customer Service, Data Entry Skills, Listening, Phone Skills, Verbal Communication, Building Relationships, People Skills, Interpersonal Survey, Problem Solving, Multi-tasking
- Well Developed Administration Organizational, Leadership Analytical skills.

Hobbies:

- Social Working, Reading, Playing Games
- Reference: Will be furnished on request
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