

# MUHAMMAD JUNAID

MEDICAL BILLING SPECIALIST

## PROFESSIONAL SUMMARY

Medical Billing Specialist with 4 years of experience in fast paced multiple client medical billing company serving large private practice conglomerates and outpatient clinics Researched denied claims and submitted appeals Familiar with health billing and collections.

## ADDRESS

F293/2 MARTIN QUARTERS NEAR PIB COLONY KARACHI

## CONTACT

**03320371394**

## EMAIL:

[JUNAIDZAID32@YAHOO.COM](mailto:JUNAIDZAID32@YAHOO.COM)

## HOBBIES

- Cricket
- Football
- Watch Movies
- Counter Strike
- Travelling

## LANGUAGE

- ENGLISH

## SKILLS

- MS Excel
- Client Inquiries
- Bill Payment
- Protested Check Handling
- Statement Distribution
- HIPAA Compliance Certification
- Medicare and Medicaid Processes
- Medical Terminology
- Computer proficiency
- Communication skills
- Collaboration talent

## EDUCATION

### MERIT CARE SCHOOL SYSTEM

Matriculation (Computer Science)  
May 2013 – June 2014

### ISLAMIA GOVT SCIENCE COLLEGE

Intermediate (Pre Engineering)  
May 2016 – July 2017

### APTECH INSTITUTE OF TECHNOLOGY

Diploma in Information Technology  
September 2018 – October 2020

## WORK EXPERIENCE

### SYBRID PRIVATE LIMITED

(Medical Billing Assistant)  
February 2017 – June 2019

- Claim Entry and Payment Posting
- ICD-10, CPT, and Medical Terminology
- Entered CPT codes and patient information into billing software Reviewed
- followed up, and worked on unpaid claims, old claims, no response claims, outstanding claims, and denials.

### APPEDOLOGY PRIVATE LIMITED

(Negotiation Officer)  
August 2019 – October 2020

- Worked adjustments, zero pays, wrote off and transferred financial responsibility to patients as required
- Used MS Excel to maintain daily AR logs and create reports for management
- Performed the tasks of creating, organizing, updating, and maintaining accounts on data spreadsheets by using medical billing software.

### TEKSOFT SOLUTIONS

(Medical Billing Specialist)  
November 2020 – Present

- Enter Patient Information by Using Medical Software
- Billed to Government and Commercial Insurance
- Payment Posting
- Working On Denials by Using Medical Software
- AR Calls