



UMAIR RAZA

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 PAKISTAN
 38201-9733116-3

OBJECTIVE

Dependable individual desiring a Medical Billing Specialist position in a dynamic organization where excellent communication skills, ability to multitask, and 4 years of experience working in a billing office will be applied in confirming financial compliance, oversee and verify accuracy of claims, and to ensure timely payments.

SKILLS

MS OFFICE

COMMUNICATION SKILLS

PRESENTATION SKILLS

LEADERSHIP SKILLS

LEADERSHIP SKILLS

TECHNICAL SOFTWARES

- ECLINICAL WORKS, CARE CLOUD, PRACTICE FUSION, ALL SCRIPT, OFFICE ALLY, KAREO, CUREMD, NEXTGEN



EDUCATION

UNIVERSITY OF SOUTH ASIA 2013 - 2015
BACHELOR OF COMMERCE (ACCOUNTING & FINANCE)

PUNJAB GROUP OF COLLEGES, JAUHARABAD 2011 - 2013
I.COM (ACCOUNTING & FINANCE)

PAEC MODEL SCHOOL, JAUHARABAD 2007 - 2009
MATRIC (SCIENCE)



WORK EXPERIENCE

ZEE IT, SARGODHA 2022 - NOW
MEDICAL BILLING SUPERVISOR

CLAIM CARE, ISLAMABAD 12/2020 - 2022
MEDICAL BILLING SPECIALIST

CUREMD, LAHORE FEB 2019 - NOV 2020
MEDICAL BILLING ASSISTANT



CERTIFICATIONS

COMPUTER SHORT COURSE

HIPAA CERTIFICATE

TIME MANAGEMENT



HONORS & AWARDS

EMPLOYEE OF THE MONTH

EXCELLENCE AWARD

BEST PERFORMANCE AWARD



KEY RESPONSIBILITIES

Preparing and submitting billing data and medical claims to insurance companies. Ensuring the patient's medical information is accurate and up to date. Preparing bills and invoices, and documenting amounts due for medical procedures and services. Collecting and reviewing referrals and pre-authorizations. Monitoring and recording late payments. Following up on missed payments and resolving financial discrepancies. Examining patient bills for accuracy and requesting any missing information. Investigating and appealing denied claims. Helping patients develop patient payment plans. Maintaining billing software by updating rate change, cash spreadsheets, and current collection reports.



REFERENCES

REFERENCE WILL BE PROVIDED ON DEMAND