

► Ehtisham Ashraf

Permanent Postal Address:
Village Phalkote P/O Bara Hotter Teh & Distt Abbottabad,
Khyber Pakhtunkhwa, Pakistan

Mobile: (092) 341-9448567

Current address:

Street # 05, Abbasi town Near Layers Colony Gulzar-e-Quid Rawalpindi.

Email: ihishamahmed18@gmail.com



Objectives

“To be a part of a dynamic and challenging environment so that I may improve my skills and expertise by learning state-of-the-art tools and techniques and applying them to achieve organizational goals effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner”.

Education

BS (Information Technology) (2019)

Abbottabad University of Science & Technology Abbottabad

FSC (2015)

BISE Abbottabad

Intermediate (2013)

BISE Abbottabad.

Professional Experiences

(1) Medical Billing Executive

SimplexMed Abbottabad

(SimplexMed is an outsourcing company delivering medical billing services.)

(From October 2019 to October 2021)

(2) Accounts Manager Operations

RCMMatter Islamabad

(RCMMatter is an outsourcing company delivering medical billing services.)

(From November 2021 to June 2022).

(3) Back-Up Team Lead Operations

RCMMatter Islamabad

(From June 2022 – Still serving here as Back-Up Team Lead Operations.)

Core Responsibilities & Duties:

- **VOBs:** (verify Patients verification of benefits through Portals and Calls, Check patient eligibilities(patient benefits, Provider status, out of pocket information)).
- **Submitting Charges:** (verify CPT codes, DX Codes, Pointers settings, review specific billing guidelines).
- **Rejections:** (handles all type of Clearing house and insurance rejections).
- **Daniel Management** (We establish a trend between individual payer codes and common **denial** reason codes. This trend tracking helps to reveal **billing**, registration and **medical** coding process weaknesses that are then corrected to reduce future **denials**, thus ensuring first submission acceptance of claims).
- **A/R Follow Ups:** (we can do daily follow-up of all pending claims to track out the current status and ensure timely processing and reduce AR balance).
- **Appeals:** we submit Appeals when the payer (insurance company) disagrees with any item or service provided and withholds reimbursement payment.
- **Payment Posting** (All payers either send an EOB (explanation of benefits) or ERA (electronic remittance advice) towards the **payment** of a claim. ... We post these **payments** immediately into the respective patient accounts, against that particular claim to reconcile them).
- **Prior authorization** (sometimes called precertification or prior approval—is a health plan cost-control process by which physicians and other health care providers must obtain advance approval from a health plan before a specific service is delivered to the patient to qualify for payment coverage).
- **Client Communication:** Communicate with Providers and front office staff effectively and concisely to address any type of issue regarding patient, timely responds providers emails and calls, try to update providers about his/her practices issues and account health also gives them solutions to maximize their revenues.
- **Reporting** (able to generate any type of report, mostly we use mid-month payment and charges report, AR report, Patient balances reports, AR Comparison)
- **Team Management** (Able to manage team of users, assign them tasks, monitor them to complete tasks within timeframe, helping users to learn and keep motivated)

Practice Management / Billing Software's

eCW, Kareo, RXNT, CollaborateMD, ICANotes, Availity, Practice Fusion, NextGen, Simple Practice, OfficAlly.

Personal Skills

Fast Learner
Problem solving
Team Player
Future Development
Team Development
Ability of coordination and planning of tasks, people and time management.
Strong development skills with **CAN DO** attitude
Self-motivated and goal oriented
Good Communication and Presentation Skills.
Time Management Skills
Possess good inter-personnel, leadership and analytical skills.

Speaking, Reading & Writing Skills

Hindko (Native language, Read, Write, Speak) ...

Urdu (Conversation, Read, Write, Speak)

English (Conversation, Read, Write, Speak) ...

Computer Knowledge

Graphical Presentations- Microsoft Office, (MS PowerPoint, MS Word)

Communication - Internet & E. Mail, blogs writings and other dissemination tools.

Intermediate knowledge of MS Excel.

Personal Profile

Father name	:	Muhammad Ashraf
Date of birth	:	14 April, 1996
N.I.C. No	:	13101-9787236-9
Domicile	:	Abbottabad / KPK
Nationality	:	Pakistani
Hobbies	:	Traveling, discussion, Writing

OTHER ACHIEVEMENTS

1. Two times Employee of the month at SimplexMed Abbottabad.
2. One time achieved Best Performance Award at RCMMatter Islamabad.

References:

1. **GPGC No. 01 Abbottabad**
2. **GPGC Mandian Abbottabad**
3. **SimplexMed Abbottabad PH# (0992-400390)**
4. **Mr Rafaqat Hussain professor GPGC No.01 Abbottabad, PH# (0334-8962767)**
5. **Rehmat Uddin Manager Operations SimplexMed PH# (0340-8897847)**
6. **Mazhar Muhammad Shamraiz Awan professor GPGC Mandian Abbottabad, PH# (0346-5489937)**
7. **Hasrat Jamrooz Manager Operations RCMMatter Islamabad PH# (03335614782)**
8. **RCMMatter Islamabad PH# (051-8483580, 051-8483582)**
9. **Kashif Altaf Assistant Manager Operations RCMMatter Islamabad PH# (0345-9117335)**

Further reference will be provide on demand.

Ehtisham Ashraf