

## PERSONAL INFORMATION

# Muhammad Umair Ishfaq

 Rawalpindi, Pakistan

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**Sex** Male | **Date of birth** 09/01/1996 | **Nationality** Pakistani

**Language** English, Urdu, Punjabi

## EXPERIENCE

*Billing Executive/Backup TeamLead*

**Bellmedex Dec 2020-April 2022**

- Oversaw daily Billing Department functions, including medical bills, charge entry, payment posting, and reimbursement management.
- Experienced billing for different health specialties, anesthesia, and covid-19 testing and vaccination.
- Collaborated with medical providers and office management to determine billing and documentation policies and ensure compliance.
- Implemented the setup of new practice management software.
- Researched insurance policies/eligibility and educated medical staff

*Account Manager/ AR specialist*

**MTBC Inc. May 2020-Dec 2020**

- Overall management and recovery of accounts receivable, specifically assigned to blue plans.
- Working with management, project support, and AR specialists as a team to maximize returns for a specified client with revenue cycle optimization.
- Timely manage unpaid claims and ensure that secondary claims are submitted and paid.
- Building strategies that minimize errors and produce clean claim submissions.
- Resolving incoming requests from the client and patient financial representatives in a timely fashion.
- Assisting RCM Manager with process improvements to increase revenue and manage time.
- Enforcing management's goal to spot denial trends, document them, and find an immediate resolution.
- Creating and implementing a new form of tracking denial trends that saves time and provides a quick and efficient way to monitor them with "live spreadsheets".
- Maintaining and recovering collection accounts utilizing HCI (healthcare receivables management company).
- Effectively prioritizing tasks and executing them in a high-pressured environment.

**EDUCATION**      **Ms. Project Management 2022~**Riphah International University  
**Bs Electrical Engineering 2019~** The University of AJK

**INTERNSHIPS**      **Pakistan Telecommunication Company Limited (PTCL)** 2month~2019  
**Special Communication Organization (SCO )**      1 month ~2018  
**Neelum Jhelum Hydro Power Project (NJHPP)**      1 month ~2018

**CERTIFICATE**

**Foundation of Project Management~2022** Google Scholarship  
**Digital Storyboard Telling~2022** Coursera  
**Freelancing~2019** Digi Skills  
**Computer Course ~2011**

**WORKSHOPS**      **Expo-tech workshop~2016**  
**Hands-on workshop on IOT~2017**

**ACTIVITIES/ HOBBIES**

**SKILLS**

online courses						Ms project	
online gaming						Primeavera	
Travelling						Ms office	
Photography						Circuit Designing	
						Sketchup	
						Reporting	
						Teamwork	
						Decision Making	

**ACADEMIC PROJECTS**

**PLC Based Automatic Car Washing ~FYP**  
**Biometric Door Lock using Arduino**  
**Sensor Based Automatic Lighting System with Alarm**  
**UPS Installation**

**REFERENCE**

**Available on Request**