**Muhammad Talha** 

House No. S2-799 Saudabad, Malir, Karachi

Mobile #: 0336-2574120

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**OBJECTIVE**

To develop myself in demanding roles with my potentials and innovative nature. Anxious to meet the challenges keeping myself up to date with new technologies and eager to learn more about office operations.

**EXPERIENCE**

**Liaquat National Hospital**

**Billing Officer (Corporate Billing)**

June 2018 to till date

**Responsibilities:**

* Generated monthly billing statements.
* Kept patient's records, payment schedules, and insurance updated into company database.
* Managed computer system; dealt with sending bills to insurance companies.
* Completed necessary paperwork to get reimbursements for all drugs and vaccines given to clients.
* Performed administrative tasks around the office: making copies, faxing documents, etc.
* Performed office duties, including scanning, filing, and handling returned mail.
* Provided medical records and reports for attorney requests
* Work extensively with the company's medical billing system softonic AS400, to establish and update necessary of documentation related to maintenance activities performed on patient accounts.
* Working well with others, fostering a team environment to meet or exceed company goals.
* Communicate quality issues to concern department.
* Audit medical records and hospital bills, identify problems and reported to supervisor for improvements.
* Evaluated monthly billing audit reports.
* Conducted other office duties such as, filing and answering phone calls from patients, ward coordinators, clerical staff and insurance companies.

**Liaquat National Hospital**

**Billing Assistant (Corporate Billing)**

May 2013 to June 2018

**Responsibilities:**

* Generated monthly billing statements.
* Operated multi-line phone system.
* Compiled data for billing personnel.
* Organized and maintained clients' records.
* Identified and resolved patients billing complaints.
* Evaluated patient’s financial status.
* Processed statements, posted transactions through company software AS400.
* Ensured security and confidentiality of patient's information.
* Verified medical eligibility through insurance company.

**EDUCATION**

**Master Public Administration 2015**

University of Karachi

Karachi

**Bachelor of Science (Mathematics) 2013**

Fedral Urdu University, Gulshan Iqbal Campus

Karachi

**Intermediate (Computer Science) 2010**

Govt. Degree Science College (Malir Cantt)

Karachi

**Matriculation (Computer Science) 2008**

Crescent Public School

Karachi

**I.T SKILLS:**

* M.S Office
* EMR(Oracle Based)
* AS400 (RPG Based)
* Bill Pro (V.B Based)

**Personal Details:**

* **Father Name** Saeed Ahmed
* **Date of Birth** 16 July, 1992
* **C.N.I.C** 42501-4754985-3