

Shahzor Abbas

MEDICAL BILLING AND ACCOUNT
RECEIVABLE



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Kalurkot, Bhakkar

Punjab, Pakistan

CAREER OBJECTIVE

Experienced account receivable with a good organizational skill, with the ability to prioritize tasks based on the most important duties meant to be completed first before another. Looking to secure a position in a fast-paced organization where my strong knowledge of Medical Billing, AR and collection will be utilized in an effective manner.

Highly focused, self-motivated, dexterous at multi-tasking and thriving in a fast-paced environment while working under pressure and committed to professional development. Driven to both succeed and contribute, to organizational growth and improved performance.



AREAS OF EXPERTISE

- **Microsoft** All Applications
- Hardware/ Software Installing
- Social Media
- **Team** Management
- Positive Relations with **Clients**
- Market & Sales **Management**
- **AR** Specialist
- **Communication** (verbal & oral)
- Account **Receivable**
- Market **Research** & Audit
- **Leadership** & Interpersonal skill
- Conflict Resolution
- **Revenue & Collections** Strategies
- Monitor Customer **Accounts** Details



ACADEMIC QUALIFICATION

Degree-Certification

- MATRIC:
- INTERMEDIATE:
- BACHELORS: (English Linguistics and Literature)

College-Institute

BISE (Board of intermediate and secondary education ~~Sargodha~~.)

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Bahauddin Zakariya University Multan

SOFTWARE EXPERTISE

- Kareo
- Nymbl
- Waystar
- Medi-Fusion



TWO YEAR EXPERIENCE IN MEDICALBILLING (BELLMEDEX)

Account Receivable, Medical Biller, Reimbursement and AR Specialist.

Duties:

- Pro-Actively communicating with clients through the phone and email for day-to-day issues.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Review AR aging to ensure compliance.
- Follow established procedures for processing receipts, cash etc.
- Analyzing the doctor's revenue cycle based on US insurance company policies.
- Make calls to insurances and to the respective providers after resolving their issues regarding the payments.
- Coordinate with other departments and resolve team issues, like claim submission, provider enrollment and insurance web login.
- Assist Manager Operations in all billing activities.
- Tele-Conversing with US insurance companies and follow-up on medical claims.
- Dealing with offshore doctors and maintaining the records of all the patients and insurances.
- Handling all the financial record of clients such as charges, payment, adjustment, monthly revenue turnover and target budgeting.
- Keep Team Leader updated of all changes in the rules and regulations of Insurance Carriers and any other relevant changes/updates.
- Reviewing accounts for insurance of patient follow-up.
- Researching and appealing denied claims.
- Answering all patient or insurance telephone inquiries pertaining to assigned accounts.
- Setting up patient payment plans and work collection accounts.
- Updating billing software with rate changes.



SKILLS AND ABILITIES

- Proven experience as a Collection Specialist or similar role.
- Ability to create positive relationship with people from diverse background.
- Knowledge of billing procedures and collection techniques.
- Excellent communication skills (written and oral)
- Experience with maintaining office budget.
- Working knowledge of MS Office.
- Ability to work with several operating systems.
- Comfortable working with targets.
- Patience and ability to manage stress.
- Skilled in negotiation.
- Problem-solving skills.
- Hardware/ Software Trouble shooting.



HOBBIES AND INTEREST

- Playing cricket and football.
- Watching movies.
- Reading Books, Web blogs and Magazines



LANGUAGES

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- ENGLISH: Proficient and native like level.
- URDU: Native with full Knowledge.
- Saraiki: Native with full Knowledge.



REFERENCE

No Reference, Having full confidence in my abilities.

