

SARA KAMAL

OBJECTIVE

I want to be with someone who dreams of doing everything in life.

CORE COMPETENCIES

- ☐ Customer Service
- ☐ Cost Efficient
- ☐ Detailed and Organized
- ☐ Reporting

1 YEARS PROFESSIONAL EXPERIENCE

MTBC

Account Manager & AR Specialist

- ☐ Handle the Medical Billing of US providers.
- ☐ Resolve medical claims-related issues of US medical practices.
- ☐ Following-up on all the unpaid claims and prepare appeals when claims are denied.
- ☐ Creating insurances web portals for claims follow-up.
- ☐ Prepare monthly weekly reports, letters, and other documents, using word processing, Microsoft excels.
- ☐ Strong ability to handle problems consisting of multiple variables in an organized manner.
- ☐ Possess profound knowledge and understanding of rules and regulations affecting medical billing.
- ☐ Following-up on all the AR claims and rejections.
- ☐ Possess current knowledge of technologies in the health information sector and their applications
- ☐ Solid knowledge of basic accounting principles and business management to be able to effectively give Direction to the billing.
- ☐ Strong ability to communicate effectively with staff, colleagues, patients, and insurers in person
- ☐ Over the telephone, and in writing
- ☐ Prepare monthly weekly reports.
- ☐ follow up on unpaid claims within standard billing cycle timeframe.
- ☐ Reviewing accounts for insurance of patient follow-up.
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Education:

University of Azad Jammu & Kashmir Muzaffarabad

Master in Commerce (2018-20)

CERTIFICATE & AWARDS

- ☐ Certified in Microsoft Office.
- ☐ Certified in English Language.
- ☐ Diploma in Information Technology.

LANGUAGES

- ☐ English
- ☐ Urdu
- ☐ Hindko

ADDITIONAL SKILLS

- ☐ Proficient in Microsoft Office, Google Spreadsheets and Google Docs.
- ☐ Solid knowledge and Experience in Practice Management Software's (QuickBooks,
- ☐ Data Analysis.
- ☐ Web Scrapping.
- ☐ Graphic designing & Video Editor
- ☐ Brochures and posters designs
- ☐ Shoot adds of local businesses

Billing Software's

- ☐ MTBC Soft/ Web soft
- ☐ eBridge
- ☐ Nextech

Contact Information

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