



SAGHEER ABBAS

MEDICAL BILLING AND CODING SPECIALIST
ACCOUNT RECEIVABLE



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Pind Dadan Khan, Jhelum, Punjab



CAREER OBJECTIVE

Experienced account receivable and coding specialist 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, Coding, 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.



EXPERIENCE

Sr #	Role/Position	Company Name	Duration	Experience
1	Medical Billing Executive	SRCT Inc.	Jul 2013 - Dec 2016	3 Year 6 Months
2	Team Lead (Operations)	SRCT Inc.	Jan-2017 – June 2018	1 Year 5 Month
3	AR Specialist	BellMedEx Inc.	June- 2018- June-2020	2 Year
4	Team Lead (Operations)	BellMedEx Inc.	June-2020 - Sep-2021	1 Year 3 Month



AREAS OF EXPERTISE

- **Microsoft** All Applications
- Hardware/ Software Installing
- **ICD-10** Strong Knowledge
- Social Media
- **Team** Management
- Positive Relations with **Clients**
- Account **Receivable**
- **AR** Specialist
- Aptitude Towards **IT Skills**
- **CPT-HCPCS** and **E/M** Coding
- **Communication** (verbal & oral)
- Account **Receivable**
- Medical Terminology
- Market **Research** & Audit
- **Leadership** & Interpersonal skill
- Conflict Resolution
- **Revenue & Collections** Strategies
- Monitor Customer **Accounts** Details



EXPERIENCE IN MEDICAL BILLING

Account Receivable, Medical Biller, Reimbursement and AR Specialist.



ACADEMIC QUALIFICATION

Degree-Certification

- MATRIC:
- NTERMEDIATE:
- Graduation:

College-Institute

Board of Intermediate and Secondary Education Rawalpindi
Board of Intermediate and Secondary Education Rawalpindi
Arid Agriculture University

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.



EXPERIENCE IN MEDICAL CODING

ICD-10 DX, CPT, HCPCS, E/M and DME Coding Specialist. Duties:

- Obtaining referrals and pre-authorizations as required for procedures.
- Working on documented reports and Medical notes for coding procedures.
- Collaborating with supervisors and physicians about patient procedures or billing issues.
- Communicating with insurance companies regarding any coding issues or errors.
- Checking specialty requirements before coding for a specific procedure.
- Collaborating with billing department to insure all bills are satisfied on time.



SOFTWARES



SKILLS AND ABILITIES

- Contacting Physicians and other healthcare professionals with questions about diagnostic test and treatments.
- Knowledge of insurance guidelines while working on coding projects.
- Familiar with HMO/PPO, Medicare, Medicaid, and other payer requirements and systems.
- 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.
- Aptitude towards IT skills.
- Working knowledge of MS Office and databases.
- 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.
- System software, system driver's windows installation and hard disk partition.
- INTERNET, web surfing etc.



HOBBIES AND INTEREST

- Learning about culture
- Reading newspaper
- Watching current affair
- Playing cricket and football
- Using Internet



LANGUAGES

- ENGLISH: Good and better conversational level.
- URDU: Native with full Knowledge.
- PUNJABI: Native with full Knowledge.