

SHEHZAD HASSAN

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I have three years of experience as a Medical Biller. I'm looking for a position as a team player with a people-oriented organization where I will be able to maximize my experience in a challenging environment for achieving all the corporate goals.

EXPERIENCE

JANUARY 2021- PRESENT

BILLING EXECUTIVE

BELLMEDEX, RAWALPINDI

- Oversaw daily Billing Department functions, including charge entry, payment posting
- Contact insurance carrier or other responsible parties to confirm payment dates and details
- Handling all claims on denial, rejection and no response work queue and follow up review and documents accordingly
- Perform timely accurate submission of Claims
- Ensure all clients remain informed on their outstanding debts and deadlines
- Provide solutions to any relative problems of clients
- Prepares and analyzes weekly and monthly payment, Charges and Aging reports

MAY 2019- DECEMBER 2020

ACCOUNT MANAGER OPERATION

MTBC, BAGH, AZAD KASHMIR

- Responsible for Enter patient demographics, charge entry and posting of insurance and patient payments
- Review of charge reports catching billing errors before a claim is submitted to the insurance carrier
- Perform timely accurate submission of Claims
- Prepares and analyzes daily, weekly and monthly payment and Charges reports

MARCH 2019 – APRIL 2019 (SIX WEEKS)

INTERNEE

PAKISTAN TELECOMMUNICATION COMPANY LIMITED(PTCL), SATELLITE TOWN,
RAWALPINDI

During internship at PTCL, I explored Transit Department, Transmission Department and OFAN. I learned how switching techniques are used in a field for routing. I worked in a field exploring Optical Fiber Access Networks, how Optical Fiber is dominating the communication world.

JUNE 2018 – JULY 2018 (1 MONTH)

INTERNEE

NEELUM JHELM HYDROPOWER PROJECT(NJHP), CHATTAR KALAS,
MUZAFFARABAD

During internship at NJHP, I learned how electricity is being produced using water resources and how the voltage is being stepped up using transformers and supplied to the national grid and the local population as well.

EDUCATION

DECEMBER 2018

BS ELECTRICAL ENGINEERING, UNIVERSITY OF AZAD JAMMU AND KASHMIR(UAJK)
MUZAFFARABAD AZAD KASHMIR

SEPTEMBER 2014

FSC (PRE-ENGINEERING), BOARDS OF INTERMEDIATE AND SECONDARY
EDUCATION (BISE) MIRPUR AZAD KASHMIR

JULY 2011

MATRIC (SCIENCE), BOARDS OF INTERMEDIATE AND SECONDARY EDUCATION
(BISE) MIRPUR AZAD KASHMIR

PROJECTS

FINAL YEAR PROJECT, AUTOMATIC CAR WASHING USING PLC

This project is hardware and programming based it has of three capital processes namely washing, cleaning and drying. All steps controlled through coding with the help of sensors.

SEMESTER PROJECTS

- Smart Solar Charger
- Automatic Night lamp with Morning Alarm
- 12V DC to 220V AC Inverter

CERTIFICATION

EXPOTECH'16, UNIVERSITY OF AZAD JAMMU AND KASHMIR MUZAFFARABAD (UJK)

Two days workshop on PCB Designing and Arduino Technologies

CERTIFICATE OF INFORMATION TECHNOLOGY, SCHOLARS COLLEGE OF SCIENCES & INFORMATION TECHNOLOGY AZAD KASHMIR

I have learned about hardware, software, MS Office & introduction to internet in this three-month period

SKILLS

- MS office
- Kareo
- Medisoft
- Allscripts
- Web Portals
- Problem Solving
- Proactive
- Teamwork
- Management

HOBBIES

- Gardening
- Hiking
- Watching TV Serial
- Travelling

LANGUAGES

- Urdu
- Hindko
- English

REGERENCE

Available on request