

ABDUL HAMEED



Contact

Address:

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Languages

- ENGLISH
- URDU

Hobbies

- Writing
- Sketching
- Play Table Tennis

Objective

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Skill Highlights

- Attention To Detail
- Time Management
- Problem Solving
- Communication
- Teamwork
- Customer

Professional Experience

Company: PMTAC, Islamabad
Business location New York City, USA

Current Position: Team Lead Billing & AR Follow Up
Tenure: Jan, 2022 to Present.

Company: CareCloud (MTBC), Islamabad
Business Location New Jersey, USA

Account Manager
Back Up Team Lead
Medical Billing Executive
Tenure: 2011 to 2021

Responsibility:

- Check patient eligibility through portal and get through insurance companies.
- Create medical billing claims and submit to offshore health care insurance companies.
- Posting payment through EOB's, EFT's and ERA's.
- Ensure the patient's medical information is accurate and up to date.
- Prepare bills and invoices, and document amounts due for medical procedures and services.
- Collect and review referrals and pre-authorizations.
- Monitor and record late payments.
- Examine patient bills for accuracy and follow any missing information.
- Investigate and appeal denied claims.
- Help patients develop patient payment plans.
- Maintain billing software by updating rate change, cash spreadsheets, and current collection reports.

Experience Practice Specialities

- Medical Surgeries
- Internal Medicine
- Physical Therapy
- Opthomology & GYN
- Urgent Care
- ChiroPractor
- Pain Management

Billing Software Experience

- eClinicalWorks
- Advanced MD
- AthenaNet
- Office Ally
- MTBC Soft
- Medisoft
- Practice Fusion
- NextGen
- Creterion

Company: Accountancy Firm Riaz Ahmad & Co, Islamabad

Position: Internal Auditor:

Jan, 2009 to Oct 2009

Responsibilities:

- Prepare and present reports that reflect audit's results and document process.
- Gathering, analyzing, evaluating, and presenting accounting documentation, reports, data, and flowcharts.
- Investigating fraud via a fraud risk assessment that uses fraud deterrence principles.
- Physical cement Stock taking.
- Evaluating risk management activities within the organization.

Education

Master Account & Finance

Virtual University Of Pakistan – 2016 to 2018

Lahore, Pakistan