



Muhammad Aamir
Lead Account Manager Ops

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Dependable individual desiring a Medical Billing Specialist position in a dynamic organization where excellent communication skills, ability to multitask, and 4.1 years of experience working in a billing office will be applied in confirming financial compliance, oversee and verify accuracy of claims, and to ensure timely payments.

RELEVANT SKILLS

Medical Billing

Payment Posting

Charge Entry

Billing Systems and Software

Insurance Knowledge

Microsoft Office

Claim Dispute

Communication

PROFESSIONAL EXPERIENCE

MTBC | Care Cloud Health Care IT Company

Lead Account Manager Ops. (Responsibilities)

- Reporting to Assistant Director Operations (ADO) by using Microsoft Office Tools especially MS Excel.
- Ensure quality, timeless and accuracy in the entire billing process.
- Communication with Management regarding practice issues.
- To resolve medical claims related issues of complex nature & Client complaints.
- Checking Daily work received from the provider's offices.
- Implement and act in accordance with MTBC's security and privacy policies.
- Checking/sending/replying the Emails from Provider's offices.
- To Prepare Reports of assigned clients (Excel, Word, PPT etc.)
- Manage the team in accordance with MTBC discipline & attendance policy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance guidelines including HMO/PPO, Medicare, Medicaid, and other payer requirements and systems.
- Competent use of computer systems, software, and 10 key calculators.
- Familiarity with CPT and ICD-10 Coding.
- Effective communication abilities for phone contacts with insurance payers to resolve issues.
- Ability to work well in a team environment.
- Problem-solving skills to research and resolve discrepancies, denials, appeals, collections.
- A calm manner and patience working with either patients or insurers during this process.

EDUCATION

Bachelor (B.Sc)
University of Azad Jammu & Kashmir

2018

Higher Secondary School Certificate | Pakistan
Board of Intermediate & Secondary Education Mirpur AJK

2016

Secondary School Certificate | Pakistan
Board of Intermediate & Secondary Education Mirpur AJK

2014

COMPUTER SKILLS

- Microsoft Office (MS Word, MS Excel , MS (PowerPoint)
- Internet Browsing

LANGUAGES

- English
- Urdu
- Local Languages

INTEREST

- Sports
- Art
- Gaming
- Travelling

REFERENCE

- Reference will be provided on demand.