



Rida Jalees

MANAGER "REVENUE CYCLE MANAGEMENT"

To obtain a position as a Revenue Cycle Manager and Team Lead in an organization which provides the opportunity to enhance and utilize my development skills creatively that contributes in the growth of the organization.

✉ ridajalees405@gmail.com

☎ 0333-5586459

📍 Sector F-6/1, Islamabad, Pakistan

WORK EXPERIENCE

Revenue Cycle Manager

E-care Vision

11/2018 – 06/2023

E-Care Vision (ECV) provides IT and Engineering solutions with core capabilities in Business Process & IT outsourcing, Software Solutions and Engineering Services.

Read and transcribe patient charts, turn that into the correct codes, and submit the billing as an insurance claim.

Responsible for Managing & Tracking the productivity of Accounts/Payments team and ensuring that Billing & Collection activities are timely and accurate.

Use medical billing software to perform job duties.

Audit and submit claims to insurance companies for patient procedures and treatments. Obtain insurance referrals and pre-authorizations for patient procedures. Verify insurance eligibility and benefits.

Responsible for Accounts Receivables / Denial Management / Trend Analysis of Medicare and Non-Medicare payers.

Review and analyze clinical statements & patient records.

Leads, monitors, and supervises a group of employees to achieve goals that contribute to the growth of the organization.

Coached new team members on service techniques and provided scoring through quality assurance program.

SKILLS

Medical Transcription Services

Planning & structuring the work

Excellent communication ability

Revenue Cycle Analysis

Reviewing Financial Hardships & Applications

Team Development

Critical Thinking Analysis

Quality Assurance

Proficient in MS Office and Suite

Data base Management

PERSONAL PROJECTS

Desktop Application: Slide Controller (FYP)

- New PowerPoint technology
- Operates PowerPoint with Voice commands
- Operates PowerPoint with gestures

Web (Html + CSS) : Develop website ("Tourism") and connect with SQL.

Software Engineering: Library management System

EDUCATION

BSCS

International Islamic University Islamabad

2014 – 2018

CGPA
2.99

ICS

IMCG (post graduate) F-7/2 Islamabad

2012 – 2014

Matriculation

Islamabad Model College for Girls F-6/2 Islamabad

2010 – 2012

ACHIEVEMENTS

Student Ambassador of Mozilla Firefox (2015)

Volunteer in Smile for a while (SOS village) (2015)

Organizer of ASCII event in International Islamic University Islamabad

LANGUAGES

English & Urdu

