





# TOUSEEF HAMEED

MEDICAL BILLING EXECUTIVE  
/ A.R SPECIALIST

## Professional Summary:

- Competent account receivable specialist bringing more than 1 year of experience carrying out all account receivable functions in high volume environment.
- Proficient in tracking payments, resolving billing issues and preparing account statement.
- Passionate about perpetuating company values through impeccable work ethic and drive
- Ready to help team achieve company goals.

 [linkedin.com/in/touseef-hameed-a62236263](https://www.linkedin.com/in/touseef-hameed-a62236263)  
 [touseefhameed24@gmail.com](mailto:touseefhameed24@gmail.com)  
 +92-316-2490320  
 Village Tarkhan Bandi Tehsil & District  
Muzaffarabad

## SKILLS

- Observation
- Decision Making
- Communication
- Multi-tasking
- Organizational Skills
- MS Office
- Time Management
- Team Work

## WORK EXPERIENCE

Medical Billing Executive/ AR Specialist

### MTBC - Carecloud

March 2022 - Current

- Adhered to established standards to safeguard patient's health information.
- Analyzed complex Explanation of Benefits forms to verify correct billing of insurance carriers.
- Verified insurance of patients to determine eligibility.
- Developed and implemented strategies to improve collection processes and reduce overdue payments.
- Accurately entered patient demographic and billing information in billing system to enable tracking history and maintain accurate record.
- Communicated with insurance providers to resolve denied claims and resubmitted.
- Managed the day-to-day operations - to coordinate overall functions of billing.

## EDUCATION HISTORY



### Master of Science in Sociology

Institution: The University of Azad Jammu and Kashmir Muzaffarabad

Year: 2018 - 2020

CGPA : 3.15



### Bachelor in Political Science

Institution: The University of Azad Jammu and Kashmir Muzaffarabad

Year: 2016 - 2018

## ACHIEVEMENTS



### Certified AR Caller Level 5

MTBC - Carecloud



Team Of the Month

MTBC -Carecloud