

Semab Atif

Medical Biller

Contact

Address

Islamabad, Pakistan 44000

Phone

+923490522066

E-mail

semabatitkhan@gmail.com

Skills

Communications Skills

Product marketing specialist

Professional Attitude

AR specialist and Denial
Fixation

Eligibility and Benefits
Verifications

Patient Task and support

AR calls and Appeals Expert

Payment Posting

MS Office Expert

Gsuite Expert

Use all kinds of Insurance
Portals

Medical biller with over 3.9 years' experience working in different medical billing companies. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers.

Work History

AMO , Project Manager AR, RCM/AR Specialist

CARECLOUD MTBC, All stay Medical billing,, Bagh AJK, Rawalpindi

- Reviewed accounts on monthly basis to assess aging and pursue collection of funds.
- Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
- Reviewed work instructions and production strategies to verify compliance with established standards.

2022-11 -
Current

RCM/AR Billing Specialist

Prima PVT , Islamabad

- Presented audit findings to accounting manager after reviewing results and paperwork.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Managed and responded to correspondence and inquiries from customers and vendors.
- Implemented new accounting processes to decrease spending and work flow downtime.

Education

2011-04 -
2013-08

High School Diploma

PIMS - Hajira Ajk

2013-09 -
2015-09

F.Sc: Computer Science

PIMS - Hajira AJK

2015-10 -
2017-10

Bachelor of Science: Double Math/ Physics

Govt Boys Degree Collage Hajira - Hajira

2018-11 -
2020-11

Master of Science: Physics

UAJK MIZD - Muzaffarabad AJK

Hobbies

Reading Books

News

Games