

# MUHAMMD UMAIR

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## **CAREER FOCUS**

Innovative, creative and hard worker. A professional medical billing specialist. I am cheerful, ambitious and resilient. I love my job and achieving milestones working with a team.

## **EXPERIENCE**

### **Billing Executive~ January 2022-PRESENT BELLMEDEX, RAWALPINDI**

- My responsibilities as a billing executive are working with billing team on different practices, ensuring accurate billing, timely submission of electronic claims.
- Monitoring claim status, researching rejections and denials, documenting related account activities
- Prepares and analyzes weekly and monthly payment, Charges and Aging reports
- Daily Billing Department functions, including charge entry, payment posting
- Contact insurance carrier or other responsible parties to confirm payment dates and details
- Handling all claims on denial, rejection and no response work queue and follow up review and documents accordingly
- Perform timely accurate submission of Claims

### **ACCOUNT MANAGER OPERATION~ May 2020- June 2021 MTBC, AZAD KASHMIR**

- My responsibilities as an Account Manager/AR specialist were to actively participate in the different practices of AR follow-up and to solve denials.
- Generating invoices and account statements
- Maintaining accounts receivable files and records.
- Prepares and analyzes daily, weekly and monthly payment and Charges reports

## **PROVIDER SPECIALTIES AND SOFTWARES**

- |                 |               |
|-----------------|---------------|
| • Cardiology    | • AdvanceMD   |
| • Anesthesia    | • Kareo       |
| • Mental Health | • Office Ally |
| • COVID19       | • Medisoft    |

## **EDUCATION**

### **Masters:**

**MS PROJECT MANAGMENT**, RIPHAH INTERNATIONAL UNIVERSITY ISMALABAD~  
AUGUST 2022

### **Bachelors:**

**BS ELECTRICAL ENGINEERING**, UNIVERSITY OF AZAD JAMMU AND KASHMIR(UAJK)  
MUZAFFARABAD AZAD KASHMIR~ November 2019

## **CERTIFICATION**

### **FUNDAMENTALS OF MANAGMENT COURSEA ,2022.**

I have learned about basic project and management knowledge.

## **SKILLS**

- MS office
- Multiple Billing Software
- Web Portals
- Auditing
- Problem Solving
- Proactive
- Team member

## **HOBBIES**

- Content creator
- Hiking
- Travelling
- Gaming

## **LANGUAGES**

- Urdu
- Punjabi
- English
- Hindko

## **REGERENCE**

Available on request