

MARIA RAFIQUE

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OBJECTIVE

Experienced Medical Billing Specialist with good organizational skills and the ability to prioritize tasks based on the most important duties meant to be completed first before others. I am looking to secure a position in a fast-paced organization where my knowledge of Medical Billing, AR, and collection will be utilized in an effective manner.

Highly Focused, self-motivated, dexterous at multi-tasking, thriving in a fast-paced environment while working under pressure, and committed to professional development Driven to both succeed and contribute to organizational growth and improved performance.

SKILLS

- » Medical Billing
- » Insurance Dar
- » Problem Solving
- » Hardworking
- » Leadership Qualities
- » Time Management

LANGUAGE

- » English
- » Urdu
- » Local Language

EDUCATION

Women University Of AJK
Graduation

Board Of Intermediate & Secondary
Education Mirpur
FSC-Pre Medical

Board Of Intermediate & Secondary
Education Mirpur
Matriculation- Science

EXPERIENCE

MTBC CareCloud (Jan 2021 - Oct - 2023)

Account Manager Operations

I have 3 years Of experience in Medical Billing

Medheave LLC (Oct - currently)

Verification of benefits [VOBs]

Handled daily billing and communicated with insurance companies.

SPECIALIZATION:

- » Insurance Verification
- » Medical Billing
- » Insurance Calling
- » Data Entry
- » Medical Transcription
- » Verification of benefits

TOOL:

- » Excellent Typing Speed
- » MS Office
- » Microsoft Excel
- » Google Spreadsheet

JOB RESPONSIBILITIES

- » Patient Registration / demographics / insurance information
- » Checking patient eligibility and benefits verification
- » Creating and submitting clean claims to insurance companies
- » Payment Posting from ERA & E OB/ websites and also patient payments
- » Denials Management
- » Aging Reports / Follow Up/ Appeals

4th March 9-6
GO
Gok+Pick

Approval

Last salary: 7

Expected: 80

Having a letter

OG AR

Recommended

Only

A.R

Around 3.2 years