



Syed Tahir Kazmi

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OBJECTIVE

To ensure timely reimbursement for medical services, contributing to the financial stability of healthcare providers and efficient healthcare delivery. I would like to use my lively and energetic attitude in my field and enjoys being part of a team, as well as managing, motivating, and train a productive team and thrive in high pressure and challenging working environments.

WORK INTERESTS

Account Receivable | Claim Creation | Follow Up | Denial Management | Benefit Verification

EDUCATION

□ BSc Mirpur University of Science & Technology Mirpur AJK (2016-2020)

KEY SKILLS

- Care Cloud
- Office Ally
- Practice Fusion
- HMS
- Comfortable In Every Environment
- Rapid Learner & Speed Of Decision Making
- Experience in multinational companies

WORK EXPERIENCE

1. PMTAC(Rawalpindi) June, 2022 till know

Designation: Senior Billing Executive

Responsibilities

- Collect and review referrals and pre authorizations.
- Preparing, reviewing and transmitting claim using billing Software
- Examine Patient bills for accuracy.
- Sending monthly based AR, denial management and charge reports to provider.
- Calling insurance companies regarding any discrepancy in payment if need.
- Submit primary and secondary insurance claim electronically
- Files all charge in batch for quick reference

- Working on different practices

2. Medical Transcription Billing Corporation (Bagh AJK) Dec,2020 to May, 2022

Designation: Account Manager

Responsibilities

- Follow-up on all returned claims.
- Denial Management.
- Submitted Appeals.
- Verification of Benefits.
- Prepare bills and invoice.
- Researching and appealing denied claims.
- Monitor and record late payments.