



Muhammad Kashif

Account Manager

18-March 2016
Murree Road

Personal information

mkashif6196598@gmail.com
+92305-7755958
House no 1 Awan colony Dok kala
Khan Rawalpindi.

Skills

- ❖ Multitasking Management
- ❖ Customer need assessment
- ❖ Requirements analysis
- ❖ Deadline oriented
- ❖ Account Protocols actioner
- ❖ Computer Proficient
- ❖ Customer Assistance
- ❖ Positive learning Process

Certifications

- ❖ Account manager
- ❖ Certified English language orator.
- ❖ Basic management skills
- ❖ Computer advance level diploma

Language

English - Good
Urdu - Fluent
Kashmiri - Fluent

Links

<https://web.facebook.com/profile.php?id=100010958946694>

References

Will be provided on request.

Speciality - Radiology
Cardiology - ECG
Anesthesiology - Narkosis

Summary

- A highly efficient, hardworking, and talented Account Manager with 5 years of experience and a comprehensive understanding of updated billing areas. Such as credentialing, verification of benefits, charges payments, AR denials appeals authorization. and Enrollment of providers.
- I started my career in Billing from MTBC. I worked 1.5 years in MTBC then I have to left due to some domestic reasons. Then I joined PBS, also I worked with Med Max to recent.
- I have knowledge about inpatient, outpatient, physician billing appeals and referrals and more. During this time frame I have worked on the different specialities such as cardiology, Radiation Therapy, Orthopedic, surgery, physical therapy as well. I have worked on the different softwares, like web soft, ECW, advance Md, kareo, Wyckoff heights, Kayal orthopaedic centre, Practive Fusion, CMD etc.

Work experience

Account Manager

MTBC Career:-

2019 - May 2020

- Initially I started work at MTBC in 2019. I worked there 1.5 years as an account manager. After that I have to left MTBC due to some domestic issue.

Provider Billing Solution:-

2020-2022 September

Started new position as account manager in provider billing solutions.

- Manage and oversee program design and delivery for all capacity building-related activities.
- Working expertise in remote base working on ECW software to score medical practices USA.
- Coordinate with appropriate stakeholders in all aspects of project management in deployment of practices and overall monitoring of teams working under.
- Evaluation of whole account on monthly, weekly, and daily basis to ensure compliance as per client USA based medical firm.
- Team building and project timely deliverance to meet deadlines.

Apex Medcx:-

Oct 2022-onword

Managing Eligibility and Benefits as well as AR:-

- Daily based communication with insurances, patients and Doctor.
- Routine based Follow up of Eligibility of patients from insurances.
- Providing signoff and report to immediate supervisor.
- Responsible for keeping current clients satisfied and delivering exceptional client service on a day-to-day basis.
- Contact to patients with respect of conditions like, any document or about updated insurance details.

AR
Billing
VOB
Aathord

Achievements

- ❖ Successful completion of below projects in multinational companies.
- ✓ Kayal orthopaedic centre USA
- ✓ Wyckoff emergency New York
- ✓ Hospital of cardiology Texas USA
- ✓ Wyckoff heights USA New York
- ✓ Billings for cardiology Wyckoff heights hospital USA
- ✓ End to end management of project

Education

MA English, University of Poonch Azad
Jammu and Kashmir
MA Education Allama Iqbal open university

2015 - 2017

GS