

Khalid Mahmoud

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Nationality: Pakistani

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CAREER OBJECTIVE

To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample and where I can utilize my skills effectively & efficiently with potential of further growth.

PROFESSIONAL CAREER SUMMARY

- Graduate (Bachelor of Art)
- Above 15 years Professional Experience in the field of Revenue Cycle Management, Accounts Receivables, Medical Claims, Collection & Rejection and Administration

PROFESSIONAL EXPERIENCE

Specialist Hospital Abha From June 2021- April 2022

Designation: RCM Manager

Saudi German Hospital Aseer Khamis Mushait Kingdom of Saudi Arabia, from 2006 to 2021

Designation: Revenue Cycle Management- Supervisor

Brief Job Description:

- **Medical Claims Billing**
 - **Company profile**
 - **Charging**
 - **Rejections (Technical)**
 - **Collections of Receivables**
 - **Reconciliation of accounts with client**
 - **Client's Coordination**
 - **Client's Contracts**
 - **Business Comparison**
- Supervise billing staff to insure accurate billing
 - To insure timely submission of medical claims to clients
 - Monitor day to day billing operations to insure the compliance
 - Accurate posting and reconciliation of patients and respective insurance co
 - Monitoring all billing procedures
 - To prepare monthly billing reports
 - Monitor write offs with the objective of minimizing these losses
 - Process end of the month reports and monthly financial reports

- Monitoring of Company profile from time to time and giving recommendations to company profile officer & billing officers.
- Charging review and analysis in comparison to agreed prices with health insurance companies/clients
- To make sure the Charging done as per the request of treating doctors /nurses
- Analysis of monthly rejection by various companies, preparation of rejections justifications, (technical)
- Preparing the rejection reports for analysis & recommendations to concern areas
- Segregating of rejection into two part 1-Medical 2-Technical
- Controlling of rejections with internal & external coordination,
- Communication with companies for recovery of collection & outstanding balance
- Visit to the insurance companies along with RCM-manager for reconciliation, Finalization of reconciliation with clients,
- Involved in final reconciliation of accounts with clients
- Close coordination with clients to fulfill their requirements queries as like insurance policies verifications of claimed amount, Claims data
- Close coordination with clients to maintain the business contracts, contracts renewals, proposals for renewals and business reports,
- Preparing reports comparison of business trends along with other required reports required by the management for strategic planning etc
- Giving assistance to RCM-Manager for departmental assignments from higher managements.

Medgulf Medivisa Insurance Company from 1999 to 2006

Designation: Asst. Medical Claim division Supervisor

Brief Job Description:

- Claims processing & settlements of over 1500 client hospitals around the Kingdom of Saudi Arabia
- To verify that the procedure prices mentioned in client invoices are as per agreement with them.
- Coordination with Claim auditing doctor to verify that only necessary procedures are charged.
- To verify that the client hospitals are enclosing all necessary documentation with the invoices.
- Finalization of rejection in coordination with Medical director.
- Sending rejection letters/summaries to clients with appropriate reasons/remarks.
- Sending payment advice to Finance Department to process payment to the clients.

EDUCATIONAL QUALIFICATIONS:

- **Graduate / Bachelor** degree from University of Azad Kashmir Muzaffarabad, Pakistan.
- **I com** degree from university of Azad Kashmir Muzaffarabad , Pakistan
- **Secondary school certificate** from Mirpur Board Azad Kashmir, Pakistan

ON JOB CERTIFICATIONS & TRAININGS:

Training Program	Place	Period
1-IDP-E learning program Computer comfort	SGH-Aseer	Jun-12
2-7 Keys of Success	SGH-Aseer	Mar-13
3-Communication across Culture	SGH-Aseer	Dec-13
4-Building Customer Loyalty	SGH-Aseer	May-11
5-Dealing with Customer Complaints	SGH-Aseer	Jun-11
6-Time Management	SGH-Madinah	May-07
7-Loyalty Certificate	SGH-Aseer	Jan-13

COMPUTER SKILLS:

- Microsoft Word
- Microsoft Excel
- Microsoft access
- Microsoft power point
- Health information and management system (HIMS)
- OASIS / WIPRO-Hospital Management Information System

OTHER SKILLS:

- Time management
- Customer services
- Problems solving
- Creative thinking
- Negotiations
- Leadership and management

LANGUAGE COMPETENCY:

English, Arabic, Urdu and local languages