

Muhammad Aamir  
Supervisor Billing Operations  
Ph: 0306-1301633  
Email: m.aamir4777@gmail.com  
Bagh Azad Kashmir, Pakistan



### Summary:

Dependable individual desiring a Medical Billing Supervisor position in a dynamic organization. Communication skills, ability to multitask, and 5 years of experience in US Healthcare Industry will be applied in confirming financial compliance, oversee and verify accuracy of claims, and to ensure timely payments.

### Relevant Skills:

- **Medical Billing:** (Eligibility Verification, Authorization Verification, Charge Entry, Claim Creation, Payment Posting, AR Follow Up, Denial Management, Appeals, Insurance & Patient Calls, CMS Guidelines, CPTs & ICD-10 Coding, Aging and Collection Reports, RCM, Salesforce Cases)
- **Specialties:** (Rheumatology, Orthopedics, Nephrology, Pediatrics, Gyn & Fertility, Internal Medicine and Mental Health)
- **Billing Software** (Nextgen, eCW, AdvanceMD, Office Ally, Allscript, Kareo, TalkEHR, and Carecloud)
- **Reporting** (Microsoft Outlook, Microsoft Excel, Salesforce, English verbal and written)

### Professional Experience:

- **MTBC | US Based Healthcare Company:**

**Team Lead Billing**

**Jan, 2019 to Feb, 2023**

#### Responsibilities:

- i. Reporting directly to Assistant Manager Billing via outlook and excel.
- ii. Timely submission of claims and follow up with insurance.
- iii. Manage the team according to HIPAA and company policy.
- iv. Dealing with patients and clients calls.

- **Physician Revenue Group | PRG:**

**Supervisor Billing Operations**

**March, 2023 to Current**

#### Responsibilities:

- i. Reporting to Director of Billing by using Microsoft Office Tools especially MS Excel & Outlook.
- ii. Supervise the billing/intake department operations; perform duties such as charge entry, payment posting, reimbursement management, referral intake and insurance verification, claim submissions, and accounts receivable follow-up.
- iii. Carry out audits of current procedures and processes, discover billing/intake operations areas to improve on and effect the necessary actions.
- iv. Train, allocate work, and resolve problems among billing office personnel.
- v. Carry out performance evaluation of personnel and recommend necessary actions.
- vi. Provide motivation to employees to achieve their best performance and high degree of productivity
- vii. Ensure quality and appropriate trainings are provided to newly hired and existing billing/intake staff through effect supervision and coordination of the training process, and by adhering to established company operating policies, procedures and systems, protocols, techniques, and standards.
- viii. Carry out analysis of trends affecting coding, charges, accounts receivable, and collection, and assign manageable tasks to billing staff.
- ix. Collaborate with other departments like Credentialing and IT to get and analyze additional information about patients to be able to record and process billing effectively.
- x. Ensure the billing/intake department carries out all its activities in accordance with its overall protocol, and also that they complied with payer, State, and Federal requirements, regulations, and guidelines.
- xi. Remain updated on HIPAA and all other health information management issues and regulations.
- xii. Handle the client's weekly, biweekly and monthly meetings and present all reports, comparisons and analysis.
- xiii. Give report of all concerns and issues at the department to the Director of Billing for prompt necessary action.

#### Education:

- **Bachelor (B.Sc)** 1st Div. 2018  
University of Azad Jammu & Kashmir
- **Intermediate (Fsc)** 1st Div. 2016  
BISE Mirpur AJK
- **Matric (Science)** 1st Div. 2014  
BISE Mirpur AJK

#### Languages:

- English
- Urdu