

Job Title:	Admin Support Executive	Job Category:	Billing
Department/Group:	Days Ops - MLM	Job Code/ Req#:	ASE
Location:	Karachi	Shift:	Day – Evening - Night
Primary Reporting	Assistant Manager Operations	Secondary	VP Operations

Job Description

ROLE AND RESPONSIBILITIES

This role is responsible for managing medical billing in through paperwork and electronic systems provided by the organization similarly match sort and upload the information on all portals.

Specifics

1. Sorting and uploading of all documentation required for billing procedures daily.
2. Checking the paper work provided by Client weekly.
3. Amend and update exhibits and billing in med flow for all new studies daily.
4. Update med flow every single time we receive new billing weekly.
5. Coordinate with HOD's and IT team on errors faces during billing daily.
6. Coordination with Team Audit on daily basis matches all portfolios, exhibits and billing monthly.

Targets

Daily requests should be complete and submit on given ETA.

Reviewed By:	Hassam Sajjad – Stuart Brown	Date:	January 25, 2021
Approved By:	Aneeq Servar	Date:	January 25, 2021

Ali (Amra.

Date . 11-02-2021