

MUHAMMAD HASSAM SAJJAD

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OBJECTIVE	<p>My career objective is to seek a career in a reputable growing company, which provides constant learning and personal development opportunities with challenging position that would allow utilization of my knowledge, skills and development of strong communication & management skills to effectively contribute to any organizations growth and productivity.</p>
EDUCATION	<p>INTERMEDIATE (Pre- Engineering) - Sindh Board in 2009, from "Govt. College For men Nazimabad".</p> <p>MATRICULATION (Computer Science) - Sindh Board in 2007, from "Brilliant Career Sec. School".</p>
SKILLS & ABILITIES	<ul style="list-style-type: none">-Proficient in Microsoft Office.-Hands on experience of People Soft and EHR (Med-flow).-Express ideas effectively, orally and in writing.-Strong interpersonal and presentation skills.-Able to work with large amount of data, interpret financial records, detect errors & prepare financial reports.-Enjoy working in teams towards a shared goal.-Can change direction quickly based on data analysis.
PROFESSIONAL EXPERIENCE	<p>PROTÉGÉ GLOBAL Head of Internal Audit Department [January 2014 – Present]</p> <p>JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none">-Perform audits of program effectiveness and quantifies specific financial performances.-Auditing and data analysis related to medical record documentation for compliance with Medicare, Medicaid, State and Federal laws.-Monitor billing performances to ensure optimal reimbursement while adhering to regulations prohibiting unbundling and other questionable practices; prepare periodic reports for clinical staff identifying unbilled charges due to inadequate documentation.-Interacts with physicians and other patient care providers regarding billing and documentation policies, procedures, and regulations; obtains clarification of conflicting, ambiguous, or non-specific documentation.-Interacts with department heads and other administrative staff regarding implementation of new codes and revision of charge documents.-Perform audit procedures to verify that controls are operating through testing and interviewing techniques.-Works independently on site with customers to help them to maximize their financial benefit from using concurrent coding processes.-Understands fraud and abuse potential in Medical practices and observes for compliance review.-Assists with yearly charge master updates.-Assist in training and to provide assistance and support to new and/or lower level coding, as appropriate.-Utilize advanced, specialized knowledge of medical codes and coding procedures to assign and sequence appropriate diagnostic/procedure billing codes, in compliance with the requirements.-Medical coding activity within a specified area of clinical specialty requiring advanced knowledge of medical coding practices, terminology, systems, and procedures as they relate to the specialty area.-Formulation of recommendations to physicians for improving the documentation.

PROTÉGÉ GLOBAL

Team Manager Operations [November 2012 – January 2014]

JOB RESPONSIBILITIES:

- Ensure the billing procedure is followed in a timely manner.
- Maintaining Client accounts and reporting them related to billing statues and for any documentation in case of missing.
- Maintain worksheets related to Audit and Quality purpose.
- Compare exhibits and system (Med-flow) information for the audit purpose.
- Proper interdepartmental coordination is done while exercising the job.
- Coordination with the technical team in order to resolve all technical issues faced while performing billing & creation procedures.

PROTÉGÉ GLOBAL

Data Entry Executive [February 2011 – November 2012]

JOB RESPONSIBILITIES:

- To create online patient's account for medical billing.
- To maintain data and records on excel sheets.

IMAM CLINIC AND HOSPITAL

Front Desk Officer [October 2009 – February 2011]

JOB RESPONSIBILITIES:

- Operate and Control PABX System.
- Provide all types of Information to Patient/Attendant.
- Handling Cash, Registration, Admissions and Discharge.
- Prepare Financial Reports for O.P.D & I.P.D.

PERSONAL INFORMATION	Father Name:	Sajjad Ali.
	Date of birth:	September 18 th 1989.
	Marital status:	Single.
	Religion:	Islam.
	Nationality:	Pakistani.
	CNIC#:	42101-3823399-9

REFERENCES Would be furnished upon request.