

HIRA NABEEL

Personal Details

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Objective

To work in an organization where I can simultaneously learn and play a managerial role with focus on business development while dealing effectively towards strengthen the organization.

Academic Qualification

Degree	Score	Year
M.Sc in International Relations "Defense and Diplomatic Department" (FJWU Fatima Jinnah Women University).	3.15 CGPA	Awarded-2015
B.A (University of the Punjab)	B Grade	Awarded-2013
Intermediate (Federal Board of Intermediate & Secondary Education)	A grade	Awarded-2011
Matriculation (Federal Board of Intermediate & Secondary Education)	B Grade	Awarded- 2009

Profile

- Served as **Medical Coder** in "**Rights Medical Billing**" (U.S based healthcare IT Company).
- Has more than one year billing expertise as an **Account Manager** in **MTBC** (U.S based healthcare IT company).
- Motivated educationalist with a diverse experience leading to better interdisciplinary understanding of subject matter who strives to install strong morals, self-confidence and intellectual competency in learners.
- Sound knowledge of **Medical Billing** for offshore doctors.
- Communication with insurance and clients to manage the revenue cycle.
- Insightful coach or mentor who has an understanding achieved promoting education in Pakistan, of the problems of national education system.

- Done job as Administrative assistant in FJWU.
 - Internship in Civil Defense office on contract PMYTS National internship program appointed at District Coordinator Office Rawalpindi.
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Billing and Coding Skills

- ICD-10
- CPT
- HCPCS
- Medical terminology
- Insurance terminology
- HIPAA/Patient confidentiality
- Data entry
- Data management
- Electronic health records
- Microsoft Office systems (Word, Excel, Office)
- Medical billing and coding software
- Medicare, Medicaid, and private insurance claims

Professional Experience

- Oversee daily Billing Department functions, including medical coding, charge entry, claims, payment posting, and reimbursement management.
- Examine patients encounter forms to verify diagnosis codes, and reconcile codes against services rendered.
- Accurately input procedure and diagnosis codes into billing software to generate invoices.
- Used electronic charge capture practices such as billing and account receivables (BAR) system and medical billing clearinghouse accounts to submit codes and invoices on time.
- Follow up on past due invoices and delinquent accounts to reduce number of unpaid and outstanding balances.
- Document patient data and medical records, and perform routine medical record audits to comply with insurance company requirements.
- Uphold and reinforce compliance with hospital policies and federal regulations such as HIPAA.

Core Competence

Communication Skills	Interdisciplinary understanding
Critical Thinking	Coaching and monitoring
Proficient computer skills	Exchange of ideas
Brainstorming Monitoring and Evaluation	Team Work

Achievements and Certificates

- Certificate of Merit#1st division in (F.A).
- Council Member of College Union.
- Awarded Laptop by Shabaz Sharif Youth Scheme.
- Internship in MOD (Ministry of Defense).
- Internship in RCCI (Rawalpindi Chamber of Commerce).
- Got Appreciation certificate during Community Work by CMH administration.

Workshops/Seminar

- Attended a one-day conference on Environmental management at FJWU.
- Attended seminar on conflict of South China Sea by Chinese Ambassador.
- Attended South Asian Eighteenth Summit Conference, and Participated in its all sessions by SDPI (Sustainable Development Policy Institute) and got certificate as an Usher at Marriot Hotel Islamabad.
- Attended seminar on Islamic relation with neighboring countries at Marriot Hotel Islamabad.

Major Courses

Diplomacy, Human Rights and Peace Building, Arms Control and Disarmament, International Law, International Peace Building and Conflict Resolution, Research Methodology, International politics of Terrorism, Economics of Defense, Skills for Research, Foreign policy analysis, Women in Development, Theories of IR, Geo politics, National Security and threat perception, International Organization.

Projects and Assignments

- Research paper on **South China Sea on water dispute.**
 - Seminar paper on **Sea Piracy in East Asia.**
 - Research Proposal on Border issue between India and Pakistan, "**LOC is a bone of contention between India and Pakistan**".
 - Assignment on "**How China is an Emerging Threat**", for US as a new regional power.
 - Made a magazine in women and development course on (women contribution at multiple sectors of state) and (how to stop Gender Discrimination).
 - Article on conception of **Objectivity and Subjectivity.**
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Interests

- Interior Decoration
- Reading books
- Writing an articles

Professional Reference

Available on request.