



UMAIR RAZA

15-12-1992

MALE

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PAKISTAN

38201-9733116-3

OBJECTIVE

Dependable individual desiring a Medical Billing Specialist position in a dynamic organization where excellent communication skills, ability to multitask, and 5 years of experience working in a billing office will be applied in confirming financial compliance, oversee and verify accuracy of claims, and to ensure timely payments.

SKILLS

MS OFFICE

COMMUNICATION SKILLS

PRESENTATION SKILLS

LEADERSHIP SKILLS

LEADERSHIP SKILLS

TECHNICAL SOFTWARES

- ECLINICAL WORKS, CARE CLOUD, PRACTICE FUSION, ALL SCRIPT, OFFICE ALLY, KAREO, CUREMD, NEXTGEN



EDUCATION

UNIVERSITY OF SOUTH ASIA

BACHELOR OF COMMERCE (ACCOUNTING & FINANCE)

2013 - 2015

PUNJAB GROUP OF COLLEGES, JAUHARABAD

I.COM (ACCOUNTING & FINANCE)

2011 - 2013

PAEC MODEL SCHOOL, JAUHARABAD

MATRIC (SCIENCE)

2007 - 2009



WORK EXPERIENCE

PRIMA SYSTEM ISLAMABAD

PAYMENT POSTING SPECIALIST

03-2023 - 12-2023

CLAIM CARE, ISLAMABAD

MEDICAL BILLING SPECIALIST

12-2020 - 02-2023

CUREMD, LAHORE

MEDICAL BILLING ASSISTANT

02 2018- 11-2020



CERTIFICATIONS

COMPUTER SHORT COURSE

HIPAA CERTIFICATE

TIME MANAGEMENT



HONORS & AWARDS

EMPLOYEE OF THE MONTH

EXCELLENCE AWARD

BEST PERFORMANCE AWARD



KEY RESPONSIBILITIES

Preparing and submitting billing data and medical claims to insurance companies. Ensuring the patient's medical information is accurate and up to date. Preparing bills and invoices, and documenting amounts due for medical procedures and services. Collecting and reviewing referrals and pre-authorizations. Monitoring and recording late payments. Following up on missed payments and resolving financial discrepancies. Examining patient bills for accuracy and requesting any missing information. Investigating and appealing denied claims. Helping patients develop patient payment plans. Maintaining billing software by updating rate change, cash spreadsheets, and current collection reports.



REFERENCES

REFERENCE WILL BE PROVIDED ON DEMAND