

Arbaz Zafar
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OBJECTIVE

A results-oriented high energy professional with in-depth knowledge in Medical Billing, Possessing excellent skill set and having the ability to work with the minimum of supervision. A proven ability to hit targets and excellent interpersonal communication skills provide the basis for effective presentations, relationship building, and training. Able to prioritize, organize, and can solve problems effectively. A professional is able to remain composed and focused in today's challenging environment.

EXPERIENCE

Physicians Revenue Group. (February 07 to Oct 15, 2023)

Team Lead:

- Handling a team of 09 members working on different specialties.
- Individually leading the Home Health Agency client having a monthly collection of \$400K.
- Daily QA of billing and AR.
- Daily & Monthly reporting to the clients & management.
- Attend meetings with clients.
- Assignment of tasks to the team members.
- Maintaining the requirement sheets to make sure the logistics are up to the mark.
- Any other tasks assigned by the management.

Pro MD Solutions. (August 15 2022 to Feb 05, 2023)

Team Lead:

- Daily/Monthly reports to clients:
- **Daily Reports:**
 - a) Billing Activity
 - b) Missing Log
 - c) MTD charges/payments summary
- **Monthly Reports:**
 - a) Collection Details
 - b) Aging Details
 - c) Payments by DOS
 - e) Collection report
- Managing monthly collection of \$1.0 millions
- Communicating with third parties pricing company's for negotiation & global contracts
- Check and balance of team members
- Daily QA of entered billing and submission of claims to insurance's through electronically, fax and paper.
- Working on proposals.
- Follow up with billing team regarding patient queries.
- Monthly sign off to clients and Management.

Medsit Nexus. (Oct 10, 2020 to August 13 2021)

Senior AR Specialist in NAS Department:

- Work on client Billing, Rejection, Payment Posting, AR Follow-Up.
- Eligibility Verification, Benefits Breakdown, Making Invoices for Non-covered services and share with provider to get the payment from patients on upfront.

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- Make detail report in excel and share with PHD department patient calls for PCP & COB
- Patient statements handling.
- Follow up with billing team regarding patient concern's
- EDI and ERA setup list share with credentialing team.
- Once client all major concerns solved than share with billing team with complete SOP's and they handle that client.

Bellmedex

(July 02, 2018 to August 16, 2020)

Billing Executive:

- Charge Entry, Payment Posting, Rejection.
- DWC report, MTD Charges and MTD Payment Report share with my Team lead on daily basis.
- Data Entry on multiple specialties.
- Paper Claims Submission follow-up and follow-up on claims after 15 days of submission.
- Appeals Follow-Up
- Monthly Meeting Report's
 - AR Follow-Up Report
 - Posted Payments Reports
 - List of Problematic Claims Report
- At that time handling 03 clients for the total collection of 75K

EDUCATIONAL PROFILE

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|------------|-------------|------|
| ● B A AIOU | ("A" Grade) | 2020 |
| ● I.Cs. | ("A" Grade) | 2018 |
| ● Matric | ("A" Grade) | 2016 |

COMPUTER AND OTHER SKILLS

- MS Excel, MS Office, Word & Power point.
- Good Communication Skills
- Good technical knowledge about computers and current technology
- Worked on lots of MIS software and can adopt to new ones with ease
- Management