



Aamir Rashid

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WORK EXPERIENCE

03/03/2021 – CURRENT – Rawalpindi, Pakistan

TEAM LEAD OPERATION

Nobility Medical Billing Services(PVT) Ltd.

- Working on AR Aging of several clients.
- Checking claim status over the web portal.
- Checking claim status over the call.
- Calling to insurances regarding denials and rejections.
- Fetch EOB'S from the insurance either by calling or via web portal.
- Respond to production queries regarding critical issues.
- Checking eligibility on demand.
- Answer to patient calls regarding their statements.
- Maintain daily work report.
- Maintain monthly facility wise charges report.
- Maintain monthly provider wise payment report.
- Maintain Monthly AR report.
- Maintain weekly patient statement report.
- Any Duty assigned by the supervisors.

05/08/2020 – 13/12/2020 – Rawalpindi, Pakistan

Account Manager Operation

Stars Pro Medical billing (LLC)

- Working on AR Aging of several clients.
- Checking claim status over the web portal.
- Checking claim status over the call.
- Calling to insurances regarding denials and rejections.
- Fetch EOB'S from the insurance either by calling or via web portal.
- Respond to production queries regarding critical issues.
- Checking eligibility on demand.
- Answer to patient calls regarding their statements.
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- Maintain weekly patient statement report.
- Any Duty assigned by the supervisors.

Medicare by using horizon and UHC portal and Citrix for brown and to land.

- Maintain Monthly reports.

11/06/2018 – 31/07/2019 – Bagh, Azad Kahmir, Pakistan

Accounts Manager Operation

Medical Transcription billing corporation (MTBC)

- Medical billing of Insurance companies (BCBS, Medicare, Medicaid, Today's option, United Health Care).
- Denial Management of Insurance Companies.
- Appeals of Insurance Companies Regarding Insurance Claims.
- Report
- Medical coding.

01/10/2016 – 03/05/2017 – Rawalpindi, Pakistan

IT support Assistant

Medical Centers Rawalpindi (global, Khaleej, Reliance, GCC)

- Maintaining Medical Centers environment
- Configurations of Devices
- Configure New Hardware
- Install software to new employees
- Window installation (XP, 7, 8, 8.1, 10) and backup
- Computer Network maintenance
- Work in Server 2008

01/01/2013 – 31/12/2014 – Rawalpindi, Pakistan

Assistant IT

Nimza Enterprises

- Maintaining IT labs
- Configurations, Installation & maintenance of computer hardware related equipment
- Configure New Hardware
- Install software to new employees
- Window installation (XP, 7, 8, 8.1) and backup
- Computer Network maintenance
- Distribute IT resources
- Track hardware upgrade eligibility for employees

COMPUTER SKILLS & CERTIFICATIONS

- Good command on billing through software (Telnet)
- Proficient in Microsoft Office(Word, Excel & PowerPoint)
- Good command on windows operating system.
- Practical experience on different commands such as (ram.vbe, prefetch, services, MSC, gpedit) etc.

CCNA from Ciscem Institute Chandni chowk Rawalpindi

- Sub netting classless, classfull, VLSM, Super netting
- Protocols Configurations dynamic, static,
- Dynamic OSPF, IGRP, EIGRP, RIPv1, 2, BGP
- Whir shark, packet tracer

MCSE 2003 from Ciscem Institute chandni chowk Rawalpindi

- Domain controller primary & secondary
- Active directory, securities, Remote desktop
- VMware
- DHCP
- DNS

INTERNSHIP

05/03/2009 – 05/06/2009

INTERN IN ACCOUNTS & FINANCE DEPARTMENT

- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports and also work on Remittance, Bills, Clearing, Cash, Dispatch, Utility Bills Collection, Cash Sorting etc.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analyzing account information.

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

OTHER LANGUAGE(S):

English

Listening

Reading

Spoken

Spoken

Writing

2006 – Islamabad, Pakistan

Intermediate in Commerce

FBISE

2004 – Mirpur, Pakistan

Matric

BISE