

ANEES AHMAD



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Shamsabad, Rawalpindi



Gohar Gali, Teh Palandri Dist. Sudhnoti AJK



Medical Billing Specialist To leverage my strong familiarity with claims procedures, collections techniques, and customer query resolution in a medical billing role. Experienced in, payment posting, and managing past-due balances. Proficient in accurately filing claims, entering charges, conducting AR follow-ups, managing denials, and generating reports to optimize client outcomes.

Experience

Account Manager
MTBC, Bagh AJ&K

12/2020 to 12/2022

- Generating and submitting medical claims to insurances ensuring accuracy and in timely manner.
- Assisting in the investigation and resolution of claim denials, including resubmitting claims with corrections as needed
- Posting payments received from insurance companies or patients into the billing system.

Medical Billing Associate
Nobility, Rawalpindi

03/2023 to 03/2024

- Reviewing and ensuring the accuracy of medical codes assigned by junior billers or coding staff.
- Handling more complex or high-value claims, including those requiring detailed documentation or specialized knowledge.
- Providing guidance, training, and mentorship to junior billing staff on coding practices, billing procedures, and compliance requirements.

Back-up Team Lead

Swift MB , Rawalpindi

05/2024 to Present

- Communication with US Management regarding practice issues. Checking sending Emails from provider's office, US clients & other departments.
- Monitoring & resolution of client complaints. Checking daily work .
- Daily meeting with team to keep them update of all changes in the rules, billing guidelines SOPs, and discussion on daily tasks
- Software reports (ERA, Aging, Submission, Missing charges, Rejections, Unpaid claims).

Skills

- Communication
- MS Excel (Reporting)
- Leadership
- Quick Learner
- Management
- Team Work
- Problem solving

Education

- **M.Sc. Math** Jul 2021
University of Poonch
Rawlakot AJ&K
- **B.Sc. double Math Stat** Jan 2018
AJK University
Muzaffarabad AJ&K

Billing Software

- Carecloud
- ECW
- Advance MD
- MHM