

Usama Zaib

Medical Biller

A proactive and fast learning individual seeking the opportunity for professional experience that will allow me to develop and expand my ability, knowledge, skills, and experience to help the company achieve business goals while sticking to the vision, mission, and values of the organization.



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📍 Street Khawaja Kheli Balla Baffa, District Mansehra & Tehsil Baffa, Pakistan

WORK EXPERIENCE

Lead Account Manager Operation CareCloud MTBC

08/2021 - Present

ISLAMABAD

MTBC A Unique Health Care IT Company

Achievements/Tasks

- Communication with New Jersey Management regarding practice issues. Checking/sending/replying SSC Messages/Emails from Providers' offices, US Client, and other departments.
- Monitoring & resolution of client complaints. Checking Daily work (FTP/Scanning/other received from the providers' offices).
- MTBC Soft Reports, (ERA, Financials, Aging, Submission, Missing Claims, Rejections, Blank Status, Calls, Unpaid Claims, Negative Balance, Call authorization, DWC and Missing DOS).
- Daily Update Meeting with Team to keep them updated of all the changes in the rules and regulations of insurance carriers, billing guidelines and to coordinate with Account Managers for Daily Issues/practice concerns.
- Implement and act in accordance with MTBC's information security and privacy policies. Ensure compliance with information security responsibilities specific to your job role

Account Manager Operation CareCloud MTBC

03/2020 - 08/2021

ISLAMABAD

MTBC A Unique Health Care IT Company

Achievements/Tasks

- Efficient Revenue Cycle Management (RCM) of the assigned clients to establish and maintain positive, Long-term relationships with clients.
- Ensuring client satisfaction by an effective and regular follow-up on regular account receivables.
- Swift and accurate remedial actions on accounts denied by Healthcare insurances.

Area Coordinator HS Global Travel Inc

04/2019 - 01/2020

BAHRIA ISLAMABAD

Achievements/Tasks

- Hotel Booking, Umrah services, Organizing Inbound & Outbound tours.

SKILLS

MS Office



Team Work



Problem Solving



Project Management



Leadership



Communication



EDUCATION

Bachelors in Political Science Hazara University Dhodial

11/2015 - 02/2019

MANSEHRA

Intermediate in Pre-Engineering Modern School System and College

ABBOTTABAD

Matriculation Orient Public School & College

MANSEHRA

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Full Professional Proficiency

Pashto

Native or Bilingual Proficiency

INTERESTS

Politics

Travelling

Golf

Swimming