

# Syed Ammad Ali Shah

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## **Career Objectives:**

To be a part of an organization which provides career stability, professional and economic growth.

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## **Summary of Experience: Team Management, Medical Billing, AR, Denial Management, Customer Support**

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### **Employment Record:**

**WeCare Medical Billing Solutions** (Dec 2020 to Sep 2023)

#### **Manager Billing & Client Relations:**

- Practice Management.
  - **Providing services as the one Point of Contact for US clients**
  - **Mainly responsible for all communications with clients via emails, text messages and calls.**
  - **Taking care of all billing related issue for US clients.**
  - Working directly on eligibilities and benefits verifications for a NJ based client.
  - **Mainly responsible for aging & accounts receivables of all existing practices.**
  - Supervision of timely payment postings in system.
  - Creating monthly financial analysis reports for clients.
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**MB Cure, NY, USA** (OCT 2018 to AUG 2020)

#### **Key Account Manager:**

- **Out & in-bound communication with US insurance companies & doctors.**
  - Working on denial management, submission errors & claim rejection reports.
  - Mainly responsible for aging & accounts receivable of all existing practices.
  - Re-submission of Medical bills electronically.
  - Entering Payment of paid claims in system.
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**Vibrant Practice Solutions Pvt. Ltd. Rawalpindi** (Dec 2017 to OCT 2018)

#### **AR Executive**

- **Communication with US insurance companies for the following:**
  - Working on denial management, submission errors & claim rejections.
  - Mainly responsible for aging & accounts receivable of all existing practices.
  - Re-submission of Medical bills electronically.
  - Entering Payment of paid claims in system. (Extra Task)
  - Weekly reporting & teleconferencing with doctors for revenue reports, denial management & etc.
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**PMTac Pvt. Ltd. Rawalpindi (Nov 2016 to Nov 2017)**

**AR Executive:**

- Denial management, submission errors & claim rejection reports.
  - Follow up on un-paid claims via websites, phone calls, fax & emails.
  - Out & in-bound communication with US insurance companies, doctors & patients.
  - Weekly reporting & teleconferencing with doctors for revenue reports, denial management & etc.
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**MTBC, New Jersey, USA.**

**Pakistan Office, Rawalpindi (July 2014 to Nov 2016)**

**Client Service Executive**

- **Making calls to US health insurance companies for unpaid claims.**
  - Follow up calls on denied claims.
  - Utilizing other resources i.e. internet, emails, fax to get claims paid in less time.
  - Working on different tasks same day in parallel, with time specified deadlines.
  - Working on high priority calls and high dollar value unpaid claim to get them paid.
  - Utilizing pressure sustaining & time management skills to achieve daily target in a timely manner.
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**IT Skills:** MS Office, Hardware trouble shooting, Windows 10 trouble shooting, Networking (Basics)

**Personal Details:**

- Marital Status : Married
  - Date of Birth : 30-12-1977
  - Languages : English, Urdu, Pashto, Punjabi.
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**Education:** Bachelor of Arts Peshawar University 2006 (Economics & Law)

*Note: References can be furnished on demand.*