

# USMAN FARYAD

B I L L I N G   M A N A G E R



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 Pakistan, Punjab

## PROFILE

Dedicated and detail-oriented with 4 years of experience. Eager to apply proven-budget maximization skills for maintaining, and completing client credentialing, billing and reconciliations.

## SKILLS

- Self-motivated and great problem solver
- Possess excellent communication
- Provider enrollment
- Medical billing and coding
- Business operations
- Practice Management Tools
- Experience 04 years in field of medical billing for multi specialty physicians

## EXPERIENCE

### COORDINATOR

Al-Ghurair Construction Company U.A.E

2016 - 2018

- Organizing third-party providers and vendors to deliver elements
- Overseeing the delivery of projects
- Customer service requirements
- Composed written documentation and maintained department databases
- Create and maintain computer systems used to track, organize, and monitor associated costs and revenues
- Oversee project procurement management

### BILLING AND CREDENTIALING MANAGER

EHealth MSO.

2019 - Present

- Enrolled the Providers, Hospitals and Facilities with Health Plan
- Follow up on Running Credentialing Monitor staff credentials and licenses.
- Follow up on the already submitted authorization requests
- Checking status of claims which are billed after providing services
- Coordinated with physicians and medical staff administrators

## EDUCATION

### MATRIC IN SCIENCE

Young Scholar High School  
2010 - 2012

### INTERMEDIATE IN COMMERCE

Chenab College And University  
2014 - 2016

## LANGUAGE

- English
- Urdu
- Hindi

## Computer

- Microsoft Office
- Excel
- Email
- Oracle

# WORK HISTORY

### **Medical Billing and Credentialing Specialist | EHealth MSO 2019 - Present.**

- Evaluated patients' financial status and established appropriate payment plans.
- Managed collections claims for unpaid bills against estates of debtors.
- Managed invoicing and payment processing operations.
- Executed billing tasks and recorded information in company databases.
- Obtained NPI numbers for providers and facilities and updated existing profiles.
- Enrolled providers and Medicaid, Medicare and private insurance plans.
- Received and evaluated applications to look for missing and inaccurate information.
- Handling cash and entering accurate records for billing procedures for multiple accounts.
- Handle multi provider credential's efficiently ,as well as insurance credentialing for participating and non participation providers.
- Perform responsibilities of managing and controlling department budget, cash flow, and account receivables.
- Responsible for maintaining billing procedures, electronic billing functions as well as ensuring accurate billing activities.
- Assigned responsibilities of supervising billing staff and establishing implementing standard medical billing procedures.
- Prepare and distributed customer's invoice and bills
- Responsible for analyzing, researching and resolving customer issues.
- Conducted research and reconciliation on numerous billing issues.
- Manages reconciliation of accounts receivable on daily basis.
- Responsible for Medicaid ,Medicare, All commercial insurance's ,Workers Compensation, Medical Pip Claims billing Claim MD, Practice fusion and EClinical works management system.
- Responsible for interview, hire and train medical billing staff.
- Responsible for maintenance of customer bills and special reports, answer customer queries, complaints and problems on phone.
- Manage multiple accounts efficiently for multiple doctors.
- Billing and coding for ,Medical and Mental Health services.
- Handle multiple appeals to insurance carriers, follow ups on medical bills submitted to insurance carrier's, insurance verifications, manage patient scheduling, assisted patients with insurance problems as best possible.
- Analyze multi practice revenue and collections on monthly basis, arbitration handler, investigated new ways to improve billing production, entered new demographics to system, data entry savvy, generated multi reports for production purposes.