

RESUME

MOHAMMED TAHIR

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CAREER OBJECTIVE

Looking forward to work in an organization wherein I can utilize my knowledge and skills to the best possible extent.

EXPERIENCE

- Working as a Trainer in Decipher Health Records, LLP (Also known as VChart Revenue Cycle Management) a Medical Billing company for almost 2years now.
- Worked as a Team Lead in Decipher Health Records, LLP a Medical Billing company and having a total experience of 4years in this organization.
- Worked as a Account Receivable in EqualizeRCM a Medical Billing company and having a total experience of 2years in this organization.

ROLES AND RESPONSIBILITIES AS A TRAINER – DECIPHER HEALTH RECORDS, LLP (Also known as VChart Revenue Cycle Management)

- Working as a Trainer and conducting RCM process training on Medical Billing domain.
- Conducting classroom training by creating Training Modules and also conducting Audio and Video visual training for other branch offices.
- I train the new joiners on the general medical billing concepts and the regular AR scenarios which we come across, such as paid claims, denied claims and the claim which is not received by insurance or pending claims for additional information. Information is provided on the questions to be asked to the Insurance representative based on each scenario and the different possibilities for each of these scenarios.
- Conducting activities such as Group Discussion, Quiz and Verbal assessment based on the process document to improve the process knowledge.
- There are written assessments conducted during my training period to know the outcome of the training provided.
- After the completion of class room training the trainees are assigned to different teams based on the staff requirements. Trainees' performance is monitored while they are on OJT.
- The OJTs are asked to sit with the production team for budding. I will coordinate with their assigned supervisors to know if the OJTs are trained on the application navigation and are walked through the client SOPs and provided with the live examples by showing them how to work on different scenarios regularly worked by the assigned team. OJT Assessments are conducted to make sure the trainees are engaged in learning.
- I also help on recruiting when needed by conducting interviews for the lateral hire and the freshers.

ROLES AND RESPONSIBILITIES AS A TEAM LEAD – DECIPHER HEALTH RECORDS, LLP **(Also known as VChart Revenue Cycle Management)**

- Worked as a Team Lead.
- Handled a team and was assisting them on any process related queries so that they achieve their daily target and quality as per client requirements.
- Handling the client calls by running the call and also responding to the client queries/concerns.
- Conducted on-the-job and off-the-job training.
- Created rules document, Process documents, so that it helps the team on their day-to-day work.
- Providing weekly and monthly reports of work done to the Operation Management/client by preparing the data in excel and also projecting the performance through PPT.
- Conducted performance reviews of the team members at regular intervals.
- Continually was improving the processes to bring in Operational Excellence.
- Motivating the team on their career path by setting goals.
- Attrition Management.

ROLES AND RESPONSIBILITIES – EQUALIZERCM

- Working on AR and denials.
- Online claims Follow-Up.
- Automated claims Follow-Up.
- Insurance company representative.
- Claim correction and resubmission.
- Patient responsibility (Generating patient statements).
- Handling Escalations.
- Implementing new ideas for the better performance.
- Bringing revenue to the company.
- Analyzing the work structure to provide error free service to end users.
- Good experience in handling complex issues pertaining to the process and as well as understanding the problems which hinders the quality and productivity of work.
- Training and Briefing newcomers about the process.
- Working on daily and weekly reports.
- Attending client calls and educating the team about the client expectations and communicating updates to the team feedback obtained from client.

PERSONAL SKILLS

- Good communication skills – both oral and written.
- Good interpersonal skills and the ability to deal with all levels of the people.
- Good team management skills.
- A motivated goal achiever having the ability to enlarge skills.
- Strong initiative and ability to work across organizational boundaries.

EDUCATION QUALIFICATION.

High School: - Karnataka Board (Year of passing 2006)

Diploma in Electronics and communication from D.Banumaiah's Polytechnic College of Mysore.

PERSONAL DETAILS

Date of Birth	: 03/02/1991
Nationality	: Indian
Languages known	: English, Kannada, Urdu & Hindi
Marital status	: Married
Father's Name	: Mohammed Zarar

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Mysore

MOHAMMED TAHIR

Date: