



SHALMA REYAZ

MEDICAL BILLING & TRANSCRIPTION

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No.22, A/3, New Street, Vasantha Nagar

Thiruvottiyur, Chennai 600 019.

CAREER GOAL To join an organization that gives me an opportunity to showcase my skills
And also helps me to gain practical exposure in business sector.

EDUCATION Bachelor's Degree in Mathematics
Ethiraj College for Women, Chennai, India

CERTIFICATION Medical Coding – Certificate course for MEDOCRYPT
(Fresher's Module) Chennai, India

SOFT SKILLS Diploma in Ms.Office
(Ms-Word, Ms-Excel, Ms-PowerPoint, etc.,)

Typewriting in English for Lower
(English Typewriting)

CORE SKILLS

* Excellent Communication Skills	* Hard Working Individual
* Fluent English, Tamil& Hindi Speaker	* Good listening and problem solving skills

WORK EXPERIENCE **Medical Billing (Aug 2023 – Currently Working)**
GLOBAL BILLING SOLUTIONS PVT LTD (INDIA)
Duties &Responsibilities:

- Checking eligibility and benefits verification for treatments,
- Hospitalizations and procedures.
- Reviewing patient bills for accuracy and completeness and obtaining
Any missing information
- Reviewing accounts for insurance of patient follow-up.
- Obtaining referrals and pre-authorizations as required for procedures

WORK EXPERIENCE **Medical Billing (Sep 2021 – July 2023)**
AMVIC SOLUTIONS PVT LTD (INDIA)

Duties &Responsibilities:

- Checking eligibility and benefits verification for treatments,
- Hospitalizations and procedures.
- Reviewing patient bills for accuracy and completeness and obtainin Any missing information
- Reviewing accounts for insurance of patient follow-up.
- Obtaining referrals and pre-authorizations as required for procedures

WORK EXPERIENCE Medical Billing (Sep 2018 – July 2021)
ULTIMATE SOLUTIONS PVT LTD (INDIA)

Duties &Responsibilities :

- Checking eligibility and benefits verification for treatments, Hospitalizations and procedures.
- Reviewing patient bills for accuracy and completeness and obtaining Any missing information
- Reviewing accounts for insurance of patient follow-up

WORK EXPERIENCE Medical Billing (Feb 2014 – Sep 2016)
BRISTOL HEALTH CARE SERVICES (INDIA)

Duties &Responsibilities:

- Preparing , Reviewing and Transmitting Claims using billing software Including electronic and paper claim processing.
- Following up on unpaid claims within standard billing cycle timeframe
- Checking each insurance payment for accuracy and compliance with Contract discount.
- Researching and appealing denied claims.

WORK EXPERIENCE Medical Billing (Jan 2010 – Jan 2014)
INDIA HEALTHCARE SOLUTION PVT LTD. (INDIA)

Duties &Responsibilities:

- Obtaining referrals and pre-authorizations as required for procedures

