



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

- Calling insurance companies regarding any discrepancy in payments if Necessary.
- Answering all patient or insurance telephone inquiries pertaining to Assigned accounts.
- Setting up patient payment plans and work collection accounts.
- Updating billing software with rate changes.

WORK EXPERIENCE Medical Transcription (Nov 2006 – Dec 2009)
HEALTH SOFT INDIA PVT LTD.

Duties & Responsibilities:

- Listen to the recorded dictation of a doctor or other healthcare Professional
- Transcribe and interpret the dictation into diagnostic test results, Operative reports, referral letters and other documents
- Review and edit drafts prepared by speech recognition software, Making sure that the transcription is correct, complete and has a Consistent style.
- Translate medical abbreviations and jargon into the appropriate long form.
- Identify inconsistencies, errors and missing information within a Report that could compromise patient care.

PERSONAL INFORMATION

Date of Birth : 27-Dec-1984

Nationality : Indian

Gender : Female

Marital Status : Married

Passport Number : T4282046

Languages Known : English, Tamil and Hindi

DECLARATION

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

SHALMA REYAZ

