

Usman Nisar

Contact: 00971524313580

Visa Status: Employment Visa

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Al-Bada Dubai, United Arab Emirates



Career Objective:

To pursue a challenging and motivating career that utilize and strengthen the skills I possess and also to get a better Exposure in a professionally driven organization and delivering my best performance towards the excellent growth of the organization.

PROFESSIONAL WORK EXPERIENCE:

Organization: EUROMED CLINIC CENTER DUBAI
Tenure: June 2018 - Present
Designations: Insurance Specialist General
Office: Umm Suqeim 1, Jumeirah Beach Road Dubai

Responsibilities:

- Request for the Authorization through DHPO eClaim Link and Nextcare portal (Dental, Psychiatry, Family Medicine, Dermatologist, Internal Medicine, General Medicine, OB-Gynecology).
- Submitting claims and resubmitting rejected claims through DHPO eClaim Link.
- Coordinating between Insurance companies regarding eligibility, payments and other requirements.
- Review claim denials and payer requirements for corrective action and prevention in the future.
- Send request to the insurances for new services to add in the agreed tariff.
- Ensured patients insurance was active and checked patient's eligibility for the services.
- Acquired insurance authorizations for procedures ordered by the attending physician.
- Acquired specific CPT and ICD-10 codes to ensure proper billing of all procedures.
- Contacted insurance companies regarding unprocessed claims.
- Provided insurance companies with requested documentation.
- Resolved billing issues identified by insurance carriers and patients.
- Prepare the monthly reconciliation report.

Organization: EUROMED CLINIC CENTER DUBAI
Tenure: June 2018 - Present
Department: Procurement
Office: Umm Suqeim 1, Jumeirah Beach Road Dubai

Responsibilities:

- Estimate and establish cost parameters and budgets for purchases.
- Create and maintain good relationships with suppliers.
- Review and analyze all suppliers, supply and price options.
- Maintain records of purchases, pricing, and other important data.
- Ensure that the products are high quality.
- Monitoring delivery times to ensure they are on time.
- Ensuring that all goods purchased comply with the company's social sustainability policies.

Organization: CUBE MEDICAL BILLING
Tenure: October 2015 – January 2018
Designations: Insurance Coordinator / Accounts Receivable Officer
Local Office: Office# 10-B 1st Floor KPK IT Park Manshera Road Mandian Abbottabad.
Head Office: Cube Medical Billing Suite 208, 26645 W 12 Mile Rd Southfield, MI 48034 USA
Ph. +1 248-809-4754 Fax: +1 248-494-7440

Responsibilities:

- Responsible for maintaining all insurance files and updating files when necessary.
- Responsible for negotiating insurance coverage limits and premiums with each provider.
- Responsible for maintaining an active database of all insurance information that was regularly reviewed by management.
- Reviewed claim denials and payer requirements for corrective action and prevention in the future.
- Researched and replied in a timely manner to insurance, patient and internal inquiries.
- Kept accurate records of all activity and conversations for each file.
- Follow up on past due invoices and delinquent accounts to reduce number of unpaid and outstanding balances.

Enrollment

- Researched and resolved discrepancies in enrollment activities.
- Ensured integrity of enrollment eligibility process.
- Provided assistance to other related departments as required.
- Assisted with reporting monitoring and general quality assurance.

Customer Services

- Managing client requests and responding to them pro-actively leading to customer satisfaction.
- Maintaining client requests and keeping track of those requests to make sure the SLA is met.'

Authorization

- Taking Prior and Retro Authorizations.
- Filing authorization appeals.

Academic Education:

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| • MBA Exe. (Master of Business Administration) | COMSATS Institute of Information Technology, Abbottabad | 2016 |
| | CGPA 3.29 | |
| • BBA (Bachelor of Business Administration) | COMSATS Institute of Information Technology, Abbottabad | 2013 |
| | CGPA 3.16 | |
| • Intermediate | Abbottabad Public School, Abbottabad | 2008 |
| • Matric | Abbottabad Public School, Abbottabad | 2006 |

KEY SKILLS

- Having a responsible attitude, remaining calm under pressure and possessing
- Assigning tasks to staff & clearly explaining how those duties are to be done.
- Able to introduce new processes to a team and organization.
- Calmly responding to accident and emergency situations.
- Setting goals and objectives for individuals and teams.
- Desire to learn new things
- Adaptable to any environment
- Hardworking, sincere and trustworthy.

Billing Software's:

- Capsule
- CollaborateMD
- Tablet
- NueMD
- Altumed

Computer Skills:

- MS Office, MS Excel, Power Point and Internet Knowledge
- Basic Knowledge in Computer Hardware

Trainings & Workshops:

- One-Day Research Training Workshop on "Finding, Managing and Citing Literature" on April 24, 2015.
- Attendance for taking part in MENDLEY presentation on April 06, 2016.
- Certificate of Appreciation as a member Organizing Committee Career Expo January 2017.

Achievement:

- Employee of the Month (November 2016)

Languages:

- English, Urdu, Hindi

Personal Information:

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| Date of Birth | : | May 07, 1989 |
| Skype ID | : | usmannisar555 |
| Passport | : | CB9827962 |
| Nationality | : | Pakistani |