



Nahab Abdul Nauris

IP Billing Executive

I'm focused and dedicated billing executive with experience in insurance verification and medical billing. Motivated in exceeding quality standards and providing services to the highest caliber.

Contact

Phone

+971547559843

Email

nahabnauris@gmail.com

Address

Deira, Dubai

Education

Diploma in accounts

Professional school of accounting

Bachelors of commerce

Kannur University

Personal Info

- Passport no : R0372972
- D.O.B : 25 - 03 - 1998

Language

English

Hindi

Experience

2023 October - Present

Medeor 24x7 Hospital | Dubai

Senior IP Billing Executive

- Provide guidance and support to junior billing staff
- Preparing surgery cost estimates
- Bill Auditing
- Provide training and mentoring to junior billing staff
- Ensuring junior billing team have the necessary skills
- Providing regular, accurate reports of billing data.
- Appropriately and accurately to support accurate client remittance and proper revenue recognition for assigned clients
- Review and prepare invoices, ensuring accuracy and completeness of billing data.

2019 - 2023 October

Medeor 24x7 Hospital | Dubai

Admission Officer / Billing Executive

- Solely responsible for managing billing and claims department at private medical practice
- Dealing with all IP related concerns.
- Identify medical coding procedure or fee errors and omissions, making necessary adjustments to patient accounts dependent on negotiated rates.
- Served as initial point of contact for patients with account inquiries regarding insurance claims and account statements.
- Reviewing CPT and DRG codes for accuracy on patient ledgers
- Submitting electronic and paper insurance claims within 24 hours of patient appointment

CUBE Interio | Kerala

Receptionist

- Meeting and greeting clients
- Booking meetings
- Answering and forwarding phone calls
- File important documents and keep them well organized
- Perform any other clerical duties necessary to keep the office running
- Maintain calendars for the office and your coworkers
- Provide excellent customer service

SKILLS

- Communication
- Problem Solving
- Leadership
- Time Management
- Management
- Active listening

SELF DECLARATION

I hereby declare that the information stated above is true best to my knowledge

Nahab Abdul Nauris