

## Accounting / Billing Specialist

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Company: HHCC

Location: Rawalpindi Cantonment

Category: other-general

Completed B.Com, BBA, B.Sc (Mathematics/Statistics), MBA

Health Care Consulting is seeking energetic individuals in the Rawalpindi/Islamabad Area to fill positions in Accounting/Billing Department.

Health Care Consulting is a Pakistan Based Consulting firm that provides services to Health Care organizations based in the United States. We also provide Billing & Financial services to various US based businesses. The company has been providing services since 2012.

Job Position:Accounting/Billing Specialist (training will be provided)

Job Duties:

Collect Medical visit details from the electronic medical records software

Submit Medical Bills/Claims Electronically to Insurance Companies

Follow up with sent Medical Bills/Claims electronically

Communicate with Clients on a daily basis in order to address issues

Post received payments from Insurance companies to in house data base

Compiles and submits daily, weekly, quarterly & annual reports to clients

Book keeping, Payroll, Audit, Accounting and taxes

Participate in the Training of new Staff

Participate in Training sessions & seminars/webinars (in Pakistan & Abroad)

Job SpecificationJob Requirements:

Education:CompletedB.Com, BBA, B.Sc (Mathematics/Statistics), MBA

Experience:Not Required

Computer Skills:Microsoft Word, Microsoft Excel, Basic Web Browsing

Location: Bahria Town Phase 4, Rawalpindi

Timings: 08:00 PM to 04:00 AM (Full Time Position)

Language: Spoken/Written English Proficiency Required

References: A character reference is required by a professional that the applicant has worked for, worked with or studied/trained under.

Term of Agreement: 1 year

Compensation:

Salary ranges from Rs. 20,000.00 to Rs 25,000.00 monthly depending upon experience

Hospital & Health Care - Rawalpindi, Pakistan

#J-18808-Ljbffr

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