


# Accounting/Billing Specialist

## Health Care Consulting

	Total Positions: 5	Experience: 0-1 Years
	Gender: Any	Travel Required: Not Specified
	Min Education: B-COM	Job Shift:
	Career Level: Not Required	Salary Range: PKR20000 - 30000/Month
Category/Industry: Accounting		Max Age Limit: 18-25 Years
Posted on: 07 December 2016		Expiry Date: 07 March 2017
Job Type: Not Specified		

### Job Description:

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

### 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 Requirements:

- Education: Completed B.Com, BBA, B.Sc (Mathematics/Statistics), MBA
- Experience: Not Required
- 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

### Required Skills:

computer skills

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