M Muazam Azam

- muazam8899azam@gmail.com 📞 03316254067
- House No. 5, ittfaq street G.T road LHR in linkedin.com/in/muazam-

Professional Experience

Remote Billing Assistant

01/2024 - 12/2024 | lahore, Pakistan

AR SPEICALIST:

Major Role & Responsibilities:

- Working on different types of Practices (Pediatric)
- Preparing all types of Meeting Reports.
- Sending weekly base AR, Denial Management, Charges and Payments reports to Provider.
- Calling insurance companies regarding and discrepancy in payments if necessary.
- Submit primary and secondary insurance claims electronically each day and on HCFA to ensure timely reimbursement.
- Researching and appealing denied claims

PROGRAM SUPPORT SPECIALIST,

Active Key Solution

07/2023 - 12/2023 | lahore, Pakistan

Major Role & Responsibilities:

Verify Eligibility – Review applications and determine benefit eligibility per guidelines.

Maintain Records – Accurately update and manage eligibility and enrollment data.

Assist Applicants – Provide information on program requirements and application status.

Ensure Compliance – Follow federal, state, and organizational policies.

Coordinate with Teams – Work with case managers and agencies to resolve eligibility issues.

Medical Lab Technologist,

Shalamar Hospital, Lahore 10/2021 – 05/2023 | lahore, Pakistan Major Role & Responsibilities:

- Manage blood bank operations, including blood typing, crossmatching, and ensuring safe transfusion practices.
- Operate and maintain laboratory equipment, ensuring accuracy and reliability of test results.
- Train and supervise junior staff in laboratory protocols, safety procedures, and quality control measures.
- Ensure compliance with CLIA & CAP regulations, maintaining a safe and efficient laboratory environment.
- Collect blood and other specimens using phlebotomy techniques, ensuring proper handling and labelling.

Medical Lab Technologist,

Chughtai Laboratories 01/2021 – 10/2021 | lahore, Pakistan Major Role & Responsibilities:

- Assisted in performing routine and specialized laboratory tests across multiple disciplines.
- Trained in Lab ethics.
- Conducted hematology tests, including CBCs, differentials, and coagulation studies.
- Supported blood bank operations by preparing blood products and performing antibody screenings.
- Processed and analyzed biochemical samples, including glucose, cholesterol, and liver function tests.
- Performed serological tests for infectious diseases and autoimmune disorders.
- Maintained accurate records of test results and patient information in the laboratory information system (LIS).

Trainee as Technologist, *KEMU Laboratories* 05/2019 – 09/2019 | lahore, Pakistan Major Role & Responsibilities:

- Collected blood samples from patients using venipuncture and capillary puncture techniques.
- Labeling, processed, and transported specimens to the appropriate laboratory departments.

- Ensured patient comfort and safety during specimen collection procedures.
- Maintained inventory of laboratory supplies and reagents.

Skills

ECW (eclinicalworks)

Competent in patient management, scheduling, and medical billing.

Languages

English • • • • Urdu • • • •

Punjabi • • • •

Education

Fsc Pre Medical, Concordia College 2016

lahore, Pakistan

Matriculation, Laurel Bank Public School 2014

lahore, Pakistan

Medical Laboratory Technology, Shalamar Medical & Dental College20213.7 CGPAlahore, Pakistan