

Amina Shah

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SUMMARY

Detail-oriented Senior Billing Specialist with over 8 years of experience in optimizing billing processes and improving revenue cycle management. Proven track record of reducing billing discrepancies and enhancing customer satisfaction through efficient billing solutions.

EXPERIENCE

Senior Billing Specialist

Jan 2022 - Present

Healthcare Solutions Inc., Atlanta, GA

- Improved billing accuracy by 30%, resulting in a \$500,000 increase in annual revenue.
- Streamlined billing procedures, reducing processing time by 25% and enhancing team productivity.
- Implemented a new billing software (Medisoft), resulting in a 40% reduction in claim rejections.

Billing Coordinator

Apr 2018 - Dec 2021

Tech Innovations LLC, Atlanta, GA

- Led a project to revise billing protocols, decreasing billing errors by 20% over one year.
- Collaborated with cross-functional teams to ensure compliance with billing regulations, resulting in zero compliance violations.
- Trained and mentored new billing staff, improving onboarding efficiency by 50%.

Billing Analyst

Jun 2015 - Mar 2018

Finance Solutions Group, Atlanta, GA

- Analyzed billing data to identify trends, leading to a 15% reduction in overdue accounts.
- Developed and maintained billing reports that aided in strategic decision-making for executives.
- Utilized advanced Excel functions to automate monthly billing reconciliation processes.

EDUCATION

Bachelor of Science in Business Administration

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Billing Software (Medisoft, QuickBooks), Revenue Cycle Management, Data Analysis, Process Improvement

Tools & Frameworks: Microsoft Excel, SQL, CRM Systems, Electronic Health Records (EHR)