

# Adil Lazar

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## Education

**CERTIFICATE OF COMMUNITY HEALTH PLANNING & IMPLEMENTATION** July. 2022  
*Brigham Young University–Idaho( Certifactions by Ensign College)* Rexburg, Idaho, U.S.A.

- Differentiate diseases of the human body
- medical coding principles
- Communicate effectively, verbally and in writing, regarding medical coding topics and issues
- Assigning appropriate ICD-10-CM, CPT, and HCPCS national codes.
- Identify organs and structures of human anatomy and physiology of body systems.
- Reading and analyzing patient charts/operative notes

**PathwayConnect Certificate** April. 2022  
*BYU–Pathway Worldwide* U.S.A.

- English language speaking & writing
  - Online teamwork & collaboration
  - Leadership & time management
  - Decision making & problem-solving
  - Mathematical reasoning
  - Effective communication
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## Experience

**Talent Acquisition Specialist** April. 2018 – Dec.2020  
*ARSEM/human capital solutions* Faisalabad, Punjab, Pakistan

- Updated the database filling it up with Hot-Leads coming from new applicants.
- Tracked the applicant's Resumé to schedule Job Interviews according to our Job Postings.

**AR Representative** Dec. 2020 – Current  
*Medcare Mso* Faisalabad, Punjab, Pakistan

- Verified customer's receiver data as a double-check process.
  - visualized customer's data to follow up if the insurance processed the claim in Co-pay
  - Preparing and sending claims or appeals for payment.
  - Correcting rejected claims.
  - Tracking payments.
  - Following up with insurance companies about outstanding bills.
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## Skills

- Proficient in Excel and Microsoft Office
- Social media marketing expertise
- Customer Service
- Negotiation, Decision-making
- Creative problem-solving
- Multitasking