

AIHCON BD Ltd.

Position: Junior Executive | Salary: BDT 25k to 30k

Location: Dhanmondi, Dhaka

#### Company Context:

AIHCON BD is a startup operating in the US healthcare system. We are trying to create a communication bridge among PCPs (Primary Care Physicians), specialists, and patients to prevent healthcare incidents.

#### Job Context:

We are looking for an energetic, motivated, and diligent employee with a vision for a stable future. The job is to perform medical billing and coding with technically sound, exceptional communication skills, and a focused attention to working alongside the team on our projects.

#### Skills Required:

- **Documentation Mastery:** Expert-level ability to draft, format, and maintain high-quality professional records.
- **Advanced Presentations:** Specialist proficiency in PowerPoint for developing high-impact, executive-level presentation materials.
- **Microsoft Office Suite:** Advanced skills in Excel (data management, VLOOKUP & Pivot Tables), Word, and Outlook.
- **Technical Adaptability:** High literacy across diverse computer systems and digital workflows.
- **Precision-Oriented:** Exceptional attention to detail with a commitment to accuracy and consistency.

#### Job Responsibilities:

- **Medical Coding:** Review clinical documents and assign correct ICD-10 and CPT codes.
- Perform electronic and paper billing
- **Billing Support:** Prepare and submit claims, fix denials/rejections, and assist with payment posting.
- Attention to detail and patience are the foremost necessary characteristics we are looking for
- Collaborate with team members to solve problems and achieve team goals
- Work individually and as a team to work through the billing cycle
- Understand our protocol and become proficient with our software systems
- Coordinating with the team members to ensure the success of daily tasks.
- **Compliance:** Ensure full HIPAA compliance and stay updated on coding rules.

#### Workplace:

- Work from Office (Dhanmondi, Dhaka)

#### Work Hours:

- 6 Days: Saturday to Thursday (9:00 AM - 6:00 PM)

#### Educational Requirements:

- Bachelor's degree from any reputed University (BSC in CSE preferred)

#### Salary:

- 25k to 30k (Based on experience and skill)

Send your resume to [hr@aihcon.com](mailto:hr@aihcon.com)

- A photograph must be enclosed with the resume