

Access Service Representative I

ROBERT SMITH

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Objective

14 years of extensive experience as an Access Service Representative is seeking to obtain a position that will allow me to utilize my current skills and the opportunity to enhance my professional growth and potential.

Skills

Dependable/ Flexible, Positive Attitude, Computer Literate, Work Collaboratively Contributor, Leadership, Bilingual English/ Spanish, Team Player/independent Contributor, And MS Word/Internet/Windows.

Work Experience

Access Service Representative I

New York Methodist Hospital - 2012 - 2015

- Answers the telephones with a pleasant voice; communicates effectively.
- Register patients directly into a system with all required information accurately and in a timely fashion.
- Working knowledge of managed care requirements regarding technical and professional billing.
- Communicates with all service providers and physicians private offices in a courteous manner.
- Performs duties in compliance with all appropriate safety and infection control guidelines.
- Obtains all necessary managed care referral forms for treatment and testing.
- Collects payments issue receipts with proper addressing amounts, diagnosis and doctors name.

Supervisor

Lynn Ratner M.d (Oncology) - April 2001 - 2012

- Responsible for coordinating day to day activities and overall administrative team performance.
- Coordinated with external agencies for transportation of patients to and from their appointment.
- Ensured that all pre-certs for MRIs, CTs, Pet scan, and neuro-scans were completed to include all surgical pre.
- Authorizations when needed, and direct admitting patients into the hospital.
- Handled all medical bills, and all private insurances verified patients eligibility and benefits.
- Booking chemotherapy treatments, blood transfusions and ordering medication for patients.
- Initiated pre-authorizations and referrals necessary for outpatient and inpatient procedures.

Education

High School Diploma - (Mchill High School)