

ROBERT SMITH

Accounts Receivable Manager

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Highly qualified Accounts Receivable Manager with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

EXPERIENCE

Accounts Receivable Manager

ABC Corporation - JUNE 2010 - AUGUST 2016

- Manage full-cycle medical billing such as posting charges, payments, and adjustments with an emphasis on ensuring accurate, timely accounts receivable for the fast-paced medical billing company.
- Direct, supervise, and train five employees to ensure compliance with responsibilities.
- Ensure timely and accurate charge submission using electronic charge capture such as the billing and account receivables (BAR) system and clearinghouse.
- Expert in EPIC, Eclinicworks, Medinformatix, Athena, EZ Claims, Optum, Freemedicalbilling, Centricity billing systems as well as Zirmed, Trizetto, Athena, Emdeon, and Availity clearinghouses.
- Evaluate the accuracy of provider charges, including dates of service, procedures, level of care, locations, diagnoses, patient identification, and provider signatures.
- Review remittance codes from EOBS and ARs to submit refund requests for claims paid in error.
- Identify errors and re-file denied or rejected claims from Patient Account Representatives.

Accounts Receivable Manager

ABC Corporation - 2009 - 2010

- Interview, select, train, coach and counsel 17 direct report employees
- Conduct employee performance evaluations Identify and recommend changes in methods and/or procedures to improve efficiency
- Develop control standards that ensure transactions are complete and recorded in timely and accurately
- Monitor cash positions reports to determine if an audit is necessary to confirm job yield accuracy
- Prioritize work load and allocate personnel accordingly
- Supervise accounts receivable invoice entry
- Communicate with customer accounting contacts to verify invoices are submitted per job requirements.

EDUCATION

- Bachelor's Degree - 2002(University of Alaska Fairbanks)

SKILLS

Medical Billing, Excel, Account Management, Accounts Receivable, Accident Investigation, Medical Terminology, Payment Processing, Data Entry, Medical Coding, ICD-9, ICD-10, EHR.