AR Coordinator

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Objective

To achieve exceptional customer service and quality goals, while positively impacting business performance, trained in managing groups, setting goals, providing directives and overseeing plan of action, able to lead, motivate, and train teams by example to improve quality, deliver outstanding service, and ensure procedural compliance.

Skills

Site Acquisition, Excel, Adobe Acrobat Professional, Project Management, Planning, Vendor Management, Telecommunications, Sales.

Work Experience

AR Coordinator

ABC Corporation - March 2013 – 2022

- Imported 18 Erickson Living Communities located in ten States monthly/weekly charges and credits into our systems of records Vision.
- Participated in the implementation of bringing a new billing system on board.
- Worked closely with community personnels to rectify residents private and 3rd party accounts if there are discrepancies Verify all charges on discharged resident accounts are correct before entrance deposits can be refunded.
- Successfully and error free closed all communities the first three days of each month.
- Spent down accounts monthly for residents that are using their entrance deposits to cover expenses during closing process.
- Researched credit balances and outstanding balances for private accounts and 3rd party payers such as Medicare, and various secondary insurance (Aetna, AARP, UHC, BCBS, etc.) and communicate findings with the accounting department, who directly works with the Accounts Receivable department.
- Handled 3rd party monthly billing for communities by billing Medicare part A, Erickson Advantage, Managed Care, Hospice, Medicaid, Certified Home Health and Medicare part B services, as well as a vast amount of secondary insurances (BCBS, Cigna, Aetna, United Health Care, etc.) Run monthly reports for staff members and distribute their monthly outstanding AR responsibilities, as well as update Finance Director on any inconsistencies in reports, such as increase in AR, dramatic decreases, system errors, and accounts that needs extra attention.

AR Coordinator

Delta Corporation - 2011 – 2013

- Submitted claims to various insurance companies for reimbursement of services provided accurately and efficiently.
- Analyzed and identified issues to be resolved with difficult insurance providers.
- Communicated with insurance providers and family members of patients via phone, mail and email to obtain payments on outstanding claims.
- Significantly decreased the amount of outstanding claims while increasing the cash to revenue percentage.

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- Renegotiated payment terms with creditors for several clients.
- Maintained up-to-date records at all times.
- Developed effective relationships with all call center departments through clear communication.

Education

Bachelor's

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