



CHARLOTTE HARRIS

Bill Review Analyst

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📍 Los Angeles

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PROFESSIONAL SUMMARY

Seasoned Bill Review Analyst with 7 years of expertise in evaluating billing processes and ensuring compliance with industry regulations. My proficiency in data analysis and financial reporting has led to significant enhancements in billing accuracy and operational efficiency. I am dedicated to fostering collaborative relationships and driving continuous improvement within billing operations.

WORK EXPERIENCE

Bill Review Analyst

📅 Apr / 2020-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Conducted comprehensive analyses of billing data to identify trends and discrepancies, enhancing accuracy.
2. Ensured compliance with contract terms by verifying that all invoices are up to date.
3. Validated invoices against company policies, ensuring adherence to legal and regulatory standards.
4. Communicated effectively with stakeholders to resolve billing inquiries and discrepancies.
5. Analyzed financial reports to identify areas for operational improvement.
6. Maintained meticulous records of payments received in internal billing systems.
7. Collaborated with cross-functional teams to optimize billing workflows and enhance client satisfaction.

Bill Review Analyst

📅 Apr / 2018-Apr / 2020

Summit Peak Industries

📍 Denver, CO

1. Reviewed and adjudicated billing amounts according to regulatory fee schedules, ensuring compliance.
2. Communicated daily with healthcare providers and insurance companies to facilitate timely billing resolutions.
3. Provided exceptional customer service, addressing complex billing inquiries effectively.
4. Audited billing codes and compliance with established medical billing practices.
5. Processed an average of 135 workers' compensation bills daily with an accuracy rate of 98%.

EDUCATION

Bachelor of Science in Business Administration

📅 Apr / 2016 - Apr / 2018

University of Texas

📍 Santa Monica, CA

Focused on finance and accounting principles relevant to billing operations.

SKILLS

Data Analysis

Adaptability

Negotiation Skills

Trend Analysis

Documentation Skills

INTERESTS

🚴 Cycling

👜 Fashion

✍ Writing

🎮 Gaming

STRENGTHS

⚙ Positivity

★ Motivation

🧱 Perseverance

👍 Confidence

LANGUAGES



English



Polish



Spanish

ACHIEVEMENTS

★ Streamlined billing processes, reducing discrepancies by 30% over one year.

★ Implemented data analysis protocols that improved billing accuracy by 25%.