Biller

ROBERT SMITH

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Objective

Seeking a position as an office clerk/biller in the medical field to be able to utilize experience, skills and education to learn and grow with the company.

Skills

Microsoft Office, Data Entry, Customer Service Skills, Microsoft Word, Computers, Phones.

Work Experience

Biller

ABC Corporation - February 2013 – August 2014

- Prepared billing correspondence and maintained database to organize billing information.
- Confidently and adeptly handled claim denials and/ or appeals Compiled and tracked down outstanding balances owed to the medical facilities.
- Accurately posted and send out all medical claims.
- Examined patients insurance coverage, deductibles, possible insurance carrier payments and remaining balances not covered under their policies when applicable.
- Verified patients eligibility and claim status with insurance agencies.
- Completed all appropriate claims paperwork, documentation, and data entry.
- Assisted in the maintenance of medical charts or medical records such as filing, Op reports, test results, home care forms and outpatient referrals.

Biller

ABC Corporation - 2012 – 2013

- Biller Drafted, edited, reviewed, and finalized invoices in accordance with the clients contract.
- Split party billing, prepared credit memos, and paid adjustments.
- Researched and posted invoices.
- Ran and worked with aged unbilled reports.
- Submitted invoices electronically and assisted in resolving issues.
- Ensured invoices were mailed in timely matter.
- Maintained billing files; Created spreadsheets for clients contract..

Education

vocational - (Everest Institute School - Houston, TX)

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