

ROBERT SMITH

Billing Assistant/Administrator

info@qwikresume.com | <https://Qwikresume.com>

Detail-oriented professional with superb people-skills and is excellent at juggling multiple tasks and working under pressure. Customer service oriented assistant with greeting patients, scheduling appointments and preparing patient charts. Accomplished at transposing large amounts of data with accuracy and speed.

2001 - 2005

BILLING ASSISTANT/ADMINISTRATOR - ABC CORPORATION

- Provided patient support for six branch locations by receiving, reviewing, and entering all necessary billing information for claims that were ready to be processing electronically.
- Reviewed and updated patient data when new information was received.
- Maintained electronic patient data to ensure a seamless tracking system.
- Received, tracked, posted payments, processed write offs, adjustments, and refunds.
- Performed data entry on patient accounts using Medact software as well as Excel.
- Monitored financial reports regarding billing as well as expected revenue to ensure that all invoices were paid properly.
- Faxed and mailed secondary claims to insurance companies to facilitate timely payment.

1998 - 2001

BILLING ASSISTANT - ABC CORPORATION

- Drafted, edited, and finalized client invoices for approximately 30 attorneys.
- Maintained billing filing system; prepared variance reports on a routine and ad hoc basis.
- Created spreadsheets for projected billings for clients.
- Liaised with other firm offices to resolve billing issues and assist with responding to client inquiries.
- Monitored the e-billing process for clients that were electronically billed to ensure that invoices/bills were successfully submitted.
- Prepared invoices in compliance with firms policy and protocol.
- Processed pro bono Billing Information Memos (BIMs)..

EDUCATION

Business Marketing - 2011(Strayer University-Virginia - Woodbridge, VA)



SKILLS

Microsoft Office, Data Entry, Filing.