

Lead Billing Supervisor

ROBERT SMITH

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Objective

To pursue an opportunity in which I can utilize and further develop my skills and experience while making a significant contribution to an organization.

Skills

Forklift Operator, warehouse selector, Warehouse Management.

Work Experience

Lead Billing Supervisor

ABC Corporation - March 1999 - June 2002

- Supervised billing office staff to ensure accurate and timely processing of electronic and paper claims.
- System administrator for billing software applications Premis and Omega.
- Assisted the corporate office with problems regarding SMS software and charge master issues.
- Participated in various committees for the Hospital, SMS and District of Columbia Hospital Association.
- Actively worked on the APC task force to resolve APC issues.
- Worked closely with the Medical Records and the ancillary departments to enter missing charge information and diagnosis codes.
- Maintained daily and monthly statistic reports.

Billing Supervisor

ABC Corporation - 1998 - 1999

- 40207 502-897-2255 I became the Billing Supervisor after I was with Interim for a year.
- Since becoming supervisor, I have implemented open communication between the financial and clinical departments.
- The billing department took over many responsibilities to insure accuracy and credibility, such as monthly billing audit of charts, ordering patient supplies and posting payments.
- We also became accountable for verification of all payor sources.
- The A/R was collected in a more efficient manner due to the above changes and specializing individuals to certain accounts and/or payors.
- Was held accountable for the information provided to the financial auditors and went through two KY Medicaid Audits.
- Being a member of the Process and Improvement Team and Ethics Committee, has given me the opportunity to share and implement ideas for solutions..

Education

B.S. in Business Administration - (Lee University - Cleveland, TN)