

# Robert Smith

## Senior Cash Poster

### PERSONAL STATEMENT

9+ years of experience as a Cash Poster is now seeking a position that will allow me to learn and grow where I can share my skill set and expand on it. Core competencies include determination, active listening, and quick thinking as well as excellent communication and time management skills.

### WORK EXPERIENCE

#### **Senior Cash Poster**

**American Renal Associates - 2011 - Present**

##### *Responsibilities:*

- Diligently works on various cash department projects refunds, offsets, researching suspense and overpayment accounts, sorting and processing correspondences.
- Comfortable pulling explanation of benefits (EOBS) from websites/internet.
- Delegated as a point person for Newyork clinics and relevant inquiries.
- Heavy interactions with the collections department via phone, email and in person.
- Well versed in the comprehension and accurate processing of the explanation of benefits (EOBS).
- Consistently works to balance and research accounts in order to meet strict monthly deadlines.
- Help prepare patient and insurance refunds by doing research and gathering proof of overpayments.

#### **Accounts Receivable Clerk**

**Eastern Yacht Club - 2009 - 2011**

##### *Responsibilities:*

- Performed posting and verifying duties to obtain financial data for use in maintaining account records.
- Responsible for counting all cash, deposits, balancing receipts, checks and other forms of payments.
- Prepared monthly billing for members and ensured all tasks are completed for month end billing.
- Review, make corrections, and balance charges for medical and Medicare.
- Interpret explanation of benefits received to implement changes to future invoices to facilitate prompt payment and reduce possible denials.
- Work assigned AR (open invoices) using computers and a variety of automated systems to guarantee timely collections.
- Record in patients charts actions taken, documentation sent and other pertinent notes to the reconsideration process to decrease AR and increase cash collections.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Medical Billing & Coding  
ICD-9-CM, CPT/HCPCS  
Coding, Familiarity With  
ICD-10-CM And ICD-10-  
PCS, Medical/Dental  
Terminology, HIPAA,  
Medical Records CMS-  
1500 Claims Preparation,  
Submission, Appeals  
(Medicare, Medicaid,  
Commercial).

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## Education

Certificate in Medical Administrative Billing And Coding -  
2013(Millennium Training Institute - Woburn, MA )