

Claims Adjudicator

ROBERT SMITH

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Objective

Highly motivated individual seeking a challenging Claims Adjudicator position that fully facilitates creativity while utilizing education and experience in achieving desired business objectives.

Skills

Long-Term Disability, Insurance Companies, Social Security.

Work Experience

Claims Adjudicator

ABC Corporation - September 1995 - May 1998

- Entered ICD-9 and CPT Codes into the Claims Processing System (CPS) to adjudicate medical claims for payment/reimbursement/denial IAW current directives.
- Responsible for filing additional claims that are in a pending status until all required information is received.
- Responsible for pulling files and paid them when required information is received.
- Organized and reviewed medical claims for completeness, accuracy, and took appropriate action to ensure procedures are followed.
- Assisted Customer Service Representatives by answering telephone inquiries concerning the status of medical claims, procedures for submitting claims, procedures for submitting appeal letters for then claims are denied for payment.
- Assisted Medical Claims Examiners in reviewing approved claims for payment, ensuring information is accurate.
- Filled out discrepancy sheets for Adjudicators to correct any misspelled information approved claims.

Claims Adjudicator

Delta Corporation - 1990 - 1995

- Determined whether a claim was to be paid or denied based on an internal benefit matrix.
- Upon determining the status of the claim, I assigned an internal payment code before forwarding claim to appropriate department.
- Examine medical, school and vocational records of claimants Make outbound to and receive inbound calls from claimants Contact schools, employers, and.
- Went through an 8-week training course learning in-depth how to process medical claims.
- Finalize professional and institutional claims to be paid or denied or make the decision to be forwarded to another.
- Promoted within the department to procedure development and testing team, trained colleagues to utilize new procedures exercised.
- Collects and Processes Death and Life disability waiver claim. Review Claims o Extract pertinent information for processing Conducts Investigations.

Education

Bachelors In Business Administration - (Florida A&M University - Tallahassee, FL)