

ROBERT SMITH

Claims Benefit Specialist

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SUMMARY

To obtain a Claims Benefit Specialist position where my knowledge and skills can be utilized in a progressive environment with room for manager or supervisor position. To Gain Medical, Health Experience in a medical environment.

CORE COMPETENCIES

Microsoft Word, Assisting Skills, Multitasking, Problem Solving Skills.

PROFESSIONAL EXPERIENCE

Claims Benefit Specialist

ABC Corporation - November 2014 – August 2015

Key Deliverables:

- Reviewed claims working off project list or work queue.
- Responsible for providing expertise or general support in reviewing, researching.
- Experienced in a production-based environment with an emphasis on quality outcomes.
- Reviewed and adjudicated medical claims in accordance with CMS claim processing guidelines.
- Accurately processed claims billed on UB04 Claim forms and HCFA claims forms.
- Maintained/met compliance time-frames.
- Responsible for editing and adjudicating claims.

Claims Benefit Specialist

Delta Corporation - 2009 – 2014

Key Deliverables:

- Responsible for assessment of payment on client health claims; researched information provided by healthcare professionals to ascertain proper.
- Utilized an in-house computerized system to process insurance claims.
- Processed medical and hospital claims on Managed Choice and ACAS software Utilized CPT coding, ICD coding, and DRG& Revenue coding.
- Processed health insurance claims for commercial insurance policies.
- Duties Included Achieved individual production standards demonstrating the ability to work in a high pressure, fast-paced production environment.
- Proficient in processing claims in both paper and electronic formats.
- Communicated with members, providers, team leads, and co-workers to compile needed information to process claims in a timely manner.

EDUCATION

- High School Diploma