ROBERT SMITH

Medical Claims Reviewer

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SUMMARY

Seeking a dedicated and professional work environment that will encourage growth and allow me to share knowledge in medical insurance and the medical coding field.

CORE COMPETENCIES

Claims Submissions, Data entry, Claims Information.

PROFESSIONAL EXPERIENCE

Medical Claims Reviewer

Av Med - May 2011 – 2020

Key Deliverables:

- Processed various type medical claims according to established procedures.
- Interpreted contracts and policies, identified ineligible expenses, and inappropriate coding.
- Identified and pended for review potential COB and/or third party claims.
- Identified issues that can adversely affect provider payments or member benefits.
- Meet or exceeded department production and quality standards.
- Processed claims according to provider contracts and member benefits.
- Reviewed training/education materials and seek clarification when needed.

Claims Reviewer

Delta Corporation - 2008 – 2011

Key Deliverables:

- Reviewed and submitted or denied claims submitted by dental offices Received and processed more than 100 claims (with corresponding x-rays) daily .
- Assist in Auditing of Duplicate Claims Review Claims for Processing and Payment for BrownGreer PLC Assist in Auditing of Duplicate Claims.
- Reviewed and summarized medical records that were issued 180-day letters.
- Rendered recommendations and suggestions based on experience and the circumstances at hand.
- Audit Team Reviewer Performed audit initial and quality assurance reviews on Gulf Spill Claims Facility claims identified for potential fraud.
- Reported findings with supporting evidence to prove or disprove indicia of fraud.
- Claims Reviewer Conducted data capture for various financial documents and categorization.

EDUCATION

- AS in Allied Health -Medical Assisting - January 2008(City College - Gainesville, FL)

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