Data Processing Clerk

ROBERT SMITH

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Objective

Performance- driven, dependable professional with over 10 years' experience in the medical field. Excels in fast-paced, high-pressure environments with exceptional time management for multi-tasking. Works well independently as part of a team.

Skills

Adaptable Multi-phone line proficiency Professional.

Work Experience

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ABC Corporation - April 2003 – August 2011

- Posted and processed various payments, charges and EKGs for a multi-specialty clinic.
- Assisted the high stress end of month closing while promoting a Team Environment.
- Generated electronic claims Trained other employees entering the Data Entry department.
- Covered front desk operations when necessary fulfilling duties such as verifying insurance, collecting co-payments and scheduling appointments.
- Collected on past due accounts.
- Reviewed claims to ensure accuracy.
- Tracked and filed unpaid claims.

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Delta Corporation - 2000 – 2003

- CMS 1500 Health insurance claims form ICD-9/CPT knowledge and scanned into the E First capture system, the system extracts data from appropriate .
- If a field cannot be read or the data does not pass validation, an image of the claim in routed to the completion application for correction .
- These EOBs provide necessary information about claim payment information and patient responsibility amounts.
- Patient responsibility amounts are needed for accurate patient Balance.
- Keypunch data from all department for processing on disk.
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- Heavy volume data entry Prepared and sorted documents; identified and interpreted data to be entered Entered alphabetic and numeric data from source .

Education

GED