ROBERT SMITH

Director of Billing

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SUMMARY

Director of Billing professional with 10+ years of progressive management experience. Proven leader with excellent analytical and problem solving skills. Skills areas of experience include: Medical Billing/Collections Policies and Procedures Negotiating Contracts Project Management Revenue Cycle Management CPT, HCPCS, ICD-9 Preparing and Interpreting Reports Strategic Planning.

SKILLS

Planning Skills, Monitoring Skills.

WORK EXPERIENCE

Director of Billing

ABC Corporation - September 2014 – October 2020

- Small privately owned emergent and non-emergent transport company that provides a valuable service to the United States Air Force Academy, Schriever Air Force Base and many facilities located in Colorado Springs Colorado.
- Recruited by the CEO, to build a proper revenue cycle process for private pay, insurance claims and for facilities that are both contracted and non-contracted for all levels of transportation services.
- Worked to help strengthen business relations with facilities while ensuring a seamless collections process for all levels of services.
- Monitored payments due from clients and promptly contacted clients with past due payments.
- Reconciled discrepancies between accounts receivable general ledger account and accounts receivable trial balance account.
- Researched and resolved accounts payable discrepancies.
- Coded and entered invoices daily into the in-house accounting software.

Director of Billing

Delta Corporation - 2010 – 2014

- Created and implemented the transition from a third-party biller to in-house billing systems and operations improving the ovarall collection rates.
- Converted all paper filing systems to a more effecient electronic filing system which in turn increased the volume and ease of collections.
- Managed all aspects of the pharmacy billing for California Workers Compensation claims including billing, tracking correspondence, requesting .
- Updated systems and maintained compliance with the ever-changing laws and labor codes in California Workers Compensation.
- Responsible for the coding, billing, and patient accounting for small senior mental health facility Managed inpatient and outpatient accounts .

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- Manhasset Medical Associates Merged this group from two physicians to 13 adding physician groups and individual providers Managed all Credentialing .
- Managing data quality, reimbursement and credentialing departments for an anesthesia billing company submitting over 700k claims annually with a .

SCHOLASTICS

- M.B.A. In Sequential

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