ROBERT SMITH

Fiscal Assistant - Contract

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SUMMARY

Demonstrated history of preparing, developing models and reports to assist management in strategic decision making on the profitability and growth fronts. Effectively communicated the complex information in a concise manner, highly trained to manage large volumes of transactions regularly and work with cross-functional teams.

CORE COMPETENCIES

MS Office, Account Management, Forecasting, Budgeting.

PROFESSIONAL EXPERIENCE

Fiscal Assistant - Contract
Norfolk Department Of Public Health - 2015 – 2019

Key Deliverables:

- Provides billing and coding and cashier training to new hires.
- Submits patient and third party statements bi-monthly.
- Maintains patient accounts and contacts patients to ensure payment plans are current.
- Prepares and processes payments made by third party insurance companies, patients, and organizations.
- Reviews correct, and verifies all insurance billing, to include Medicaid and Medicaid MCOs, to ensure correct procedure and diagnosis coding prior to submission, to avoid denials and ensure agency accounts receivable goals are obtained.
- Processes electronic billing and transmits batches bi-monthly.
- Maintains up-to-date knowledge of medical billing and coding practices, including ICD-10 medical coding processes.

Fiscal Assistant
ABC Corporation - 2013 – 2015

Key Deliverables:

- Prepares and sends out bills for the care and treatment of individuals residing at the State Hospital.
- Accounts receivable and accounts payable.
- Prepares trial and final balances and financial statements.
- Receives payments in person, records receipts daily, prepares daily deposits to the servicing financial institution, safeguards cash and other monetary instruments and notifies comptroller of deposits made on a daily basis.
- Prepares reports for approval by the supervisor and gathers data for regularly occurring reports required headquarters.

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EDUCATION

Associate of Applied Science in Medical Assisting - 2012 (Trumbull Business College - Warren, OH)

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