Robert Smith

Health Benefits Coordinator

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SUMMARY

To obtain a position in a progressive organization that will utilize my skills to advance both my personal and professional goals.

SKILLS

Customer Service, Communication, Leadership, Team Work.

WORK EXPERIENCE

Health Benefits Coordinator

Xerox State Health Care, LLC - 2009 – 2022

- Answered routine as well as complex inquiries with regards to NJFC insurance.
- Handled HMO enrollments and queries.
- Processed applications to completion.
- Determined eligibility for healthcare benefits for families in the state of New Jersey.
- Processed applications for health care benefits.
- Answered phone calls and make outbound phone calls to applicants.
- Processed the highest amount of applications during the 8 hour time frame in the entire building.

Health Benefits Coordinator

Delta Corporation - 2014 – 2015

- Served as patient liaison in the provision of medical and dental Benefits.
- Asserted eligibility for enrollment in all grant funded health programs administered by the center.
- Assisted patients in changing primary and health care plans.
- Collected data and prepared monthly reports on all service activities.
- Hamilton, NJ Health Benefits Coordinator.
- Assisting clients with health and welfare applications Trained in NJ Family Care benefits Processed payments for various health services 80-100 .
- Provided customer service and data entry support in a high volume call center setting to assist customers over the phone with their medical benefits .

EDUCATION

Certificate

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