ROBERT SMITH

Insurance Biller

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SUMMARY

As an Insurance Biller, responsible for submitting claims to the appropriate intermediaries and ensuring that procedures and charges are coded in compliance with all payers including Medi-Cal and/or Medicare regulations.

CORE COMPETENCIES

Insurance Verification, Communication Skills.

PROFESSIONAL EXPERIENCE

Insurance Biller

Community Health Systems - 2010 – 2012

Key Deliverables:

- Successfully completed a tiered training program mastering performance measurements within each tier.
- Called insurance companies to verify claim status and appropriately note all accounts within FACS and the hospital system.
- Analyzed all information provided on accounts to determine a course of action for account resolution.
- Used the hospital system to access claims and then bill those claims with the insurance company if not on file.
- Established professional business relationships/contacts with the facility business office staff and offer assistance to the business office as needed with accounts.
- Worked accounts with urgency as defined by department standards to bring them to closure expediently.
- Verified patients eligibility and claims status with insurance agencies.

Insurance Biller

Delta Corporation - 2014 – 2015

Key Deliverables:

- Printed mailed out 1500 forms to insurance along with statement attached to a lawyer.
- Confirmed appointments Assisted Doctor in operating room Scheduled appointments Pulled Filed Charts.
- Daily computer & telephone work answering patient calls concerning denied lab claims, rebilling of claims paper & electronic, calls to insurance.
- Resolved numerous outstanding claims, an employee of the month, perfect attendance recognition Skills Used Multi-tasking, negotiating, problem.
- Billing for blue cross and other commercial insurance companies.
- Verified insurance information.
- Assessed each account for balance accuracy, payer plan, and financial class accuracy, billing accuracy, denials, insurance requests, making any necessary adjustments,

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documenting appropriately, and submits corrections or requests for processing in a timely manner.

EDUCATION

- GED - September 2005(Motlow Community College)

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