Robert Smith

Insurance Biller

PERSONAL STATEMENT

To obtain a part-time Insurance Biller position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and able to share knowledge, ideas, and information.

WORK EXPERIENCE

Insurance Biller

Planned Parenthood Of The Great Northwest And Hawaiian Islands - September 2010 – 2012

Responsibilities:

- Responsible for following up on denials, rebilling claims, correcting CPT, and Diagnosis codes.
- Responded to the clinic and patient inquiries regarding third-party billings and coverage.
- Provided pre-verification services to clinics and patients and performs collection activities for third party and direct patient receivables.
- Billed and collected secondary insurance.
- Able to prepare and maintain the confidentiality of sensitive information.
- Demonstrated knowledge of billing procedures, medical terminology, anatomy, physiology, IDC-9, and CPT coding.
- Analyzed and submited corrected claims on accounts with late charges or credits.

Insurance Biller

Delta Corporation - 2011 – 2014

Responsibilities:

- Located and notified customers of delinquent accounts.
- Insurance biller, work denials, and rejections, answer calls, and patient questions.
- Cleaned up old claims.
- Filed Medicaid claims, post payments, verify eligibility.
- Filed claims for Motor Vehicle Accidents & Work Compensation.
- Entered all charges that come through the clinic and enter hospital charges for the clinic doctors.
- Worked denials, returned overpayments, and applied unapplied payments to the appropriate encounters.

Education

BS In Insurance - October 2012(Everest College)

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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SKILLS

Accounting and Bookkeeping, Customer Service.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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