



# JACKSON TURNER

Insurance Billing Clerk

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## 💡 SKILLS

Insurance Billing Terminology



Insurance Reimbursement Policies



Claims Processing (HCFA/UB04)



ICD-10 Coding



CPT and HCPCS Coding



## 🎯 INTERESTS

🥋 Martial Arts

★ Theatre

🎵 Dancing

🤿 Scuba Diving

## 👊 STRENGTHS

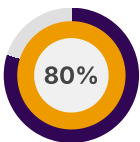
🚀 Ambition

🤝 Negotiation

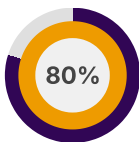
⌚ Patience

🛡️ Courage

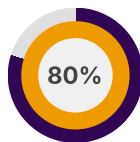
## 🗣️ LANGUAGES



English



Italian



Japanese

## 🏆 ACHIEVEMENTS

★ Successfully reduced claim processing time by 30% through process optimization.

★ Achieved a 98% accuracy rate in billing submissions over 5 years.

## 👤 PROFESSIONAL SUMMARY

With a decade of specialized experience as an Insurance Billing Clerk, I excel in processing claims, managing accounts, and ensuring compliance with billing regulations. My focus on accuracy and efficiency has consistently improved financial workflows and client satisfaction. I am eager to leverage my extensive skills to enhance billing operations in a dynamic environment.

## 💼 WORK EXPERIENCE

Insurance Billing Clerk

📅 May / 2018-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Processed and filed insurance claims accurately, ensuring timely reimbursements.
2. Updated patient accounts with correct billing information for claim submissions.
3. Reviewed claims for accuracy prior to submission, reducing denial rates.
4. Contacted insurance companies for coverage verification and claim status updates.
5. Assisted in initial filing of Medicaid and Medicare claims, ensuring compliance with regulations.
6. Generated monthly reports on account statuses and followed up on outstanding payments.
7. Provided excellent customer service by addressing patient inquiries regarding billing.

Insurance Billing Clerk

📅 May / 2015-May / 2018

Summit Peak Industries

📍 Denver, CO

1. Managed insurance claims processing, ensuring timely submission and follow-up.
2. Prepared and posted monthly statements for patients and insurance accounts.
3. Handled incoming calls regarding billing inquiries and patient account statuses.
4. Processed electronic submissions for Commercial Insurance claims efficiently.
5. Performed coding for ICD-10 and CPT, ensuring compliance with billing standards.
6. Maintained accurate records of patient insurance information through data entry.

## 🎓 EDUCATION

Associate of Applied Science in Medical Billing

📅 May / 2012

📅 May / 2015

Central Community College

📍 Phoenix, AZ

Focused on medical billing, coding, and insurance reimbursement practices.