ROBERT SMITH

Life Insurance Specialist

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SUMMARY

Effectively utilize my managerial skills to manage a company risks in Worker Compensation, ADA, Leave of Absences programs and other property & casualty insurance products which will assist in the achievement of a company's financial target.

SKILLS

Insurance Claims.

WORK EXPERIENCE

Life Insurance Specialist

Atos Medical, Inc - April 2014 – 2019

- Print and review invoices for accuracy according to company standards, department processes and insurance guidelines.
- Enter appropriate and necessary information into the claims filing software in order to prepare required claims to be sent electronically.
- Review customer accounts/patient accounts receivables/aging and take necessary steps to keep accounts current.
- Contact insurance companies, obtain necessary documentation for insurance requests and request refunds and write offs as necessary.
- Answerer incoming calls from patient sand clinicians about reimbursement, processes.
- Maintain current files and billing records make changes as needed so patient information is accurate and complete.
- Experience in, Medicare re-openings, re-determinations and appeals.

Insurance Specialist

ABC Corporation - 2012 – 2014

- Patients first point of contact over the phone and in person, assisted patients with scheduling appointments, surgery aftercare instructions, and with communications with doctors.
- Collected co-pays in cash and credit, and entered demographic information.
- Assisted 12 doctors in 3 departments with their daily functions by using various medical software programs as well as Microsoft Office and Internet Explorer.
- Responsible for covering multiple phone lines, entering patient demographics and messages into computer systems, and verifying patient information.
- Used a variety of office machines and medical devices.
- Followed HIPPA practices by protecting confidential patient information.
- Excelled in this role and was asked to take part in the training and development of new employees.

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SCHOLASTICS

- Medical Billing Course - (Brookfield TechSkills Center - Brookfield, WI)

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