ROBERT SMITH

Insurance Verifier/Executive

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To obtain a challenging position in a growth-oriented organization that will utilize skills to create a successful work environment.

MAY 2015 – 2019

INSURANCE VERIFIER/EXECUTIVE - STAND-UP MRI

- Obtain precertification for MRI procedures.
- Interview and register the patient upon arrival.
- Take co-payment from a patient via credit card, cash, and checks.
- Scan all patient documents in patient file.
- Contacted insurance providers for verification of coverage Confirmed coverage of patient-specific procedures Verified variable co-payment amounts.
- Efficiently performed insurance verification, pre-certification and pre-authorization Functions.
- Prepared and attached all required claims documentation including referrals, And other required correspondence to reduce the incidence of denials.

2012 – 2015

INSURANCE VERIFIER - WALGREENS SPECIALTY PHARMACY

- Verify patient insurance coverage of medications, administration supplies and related pharmacy services.
- Facilitates and completes the Prior Authorization process with insurance companies and practitioner offices.
- Complete a full Medical Verification for all medications.
- Notifies patients, physicians, practitioners and/or clinics of any financial responsibility of services provided and requested services that are not provided by the facility.
- Facilitates pharmacy and/or major medical claims with insurance companies and practitioner offices and investigates and facilitates prior authorization any other insurance rejections.
- Manage inbound calls on the Insurance line from patients, clients, physicians, practitioners and clinics regarding inquiries about services provided, financial responsibility and insurance coverage..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- September 1997(Roosevelt High School)

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SKILLS

Insurance Verification, Data Entry, Medical Terminology.