Robert Smith

Insurance Verifier III

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking a position with an office, which would permit an opportunity to demonstrate experience in insurance verification, admitting, registration, customer relations, reception and all basic business office skills.

WORK EXPERIENCE

Insurance Verifier III

ABC Corporation - September 2008 – November 2009

Responsibilities:

- Input benefits and eligibility into the Medi-Tech system.
- Calculate and Notify the patient of financial responsibility.
- Confirm and obtain proper authorizations, and letters of Agreement for non-contracted Insurances.
- Obtain tracking numbers for outpatient facility charges.
- Offices for patients considering scheduling with CVHP.
- Made sure all in patient and outpatient procedures are pre-certified.
- Inputting correct CPT and ICD-9 codes are put into the system for each procedure.

Insurance Verifier

ABC Corporation - 2003 – 2008

Responsibilities:

- Interview clients and take their calls to provide customer service and obtain information on claims.
- Process, prepare, and submit business or government forms, such as submitting applications for coverage to insurance carriers.
- Process and record new insurance policies and claims.
- Correspond with insured or agent to obtain information or inform them of account status or changes.
- Organize and work with detailed office or warehouse records, maintaining files for each policyholder, including policies that are to be reinstated or cancelled.
- Resolve Customer Issues Using The Computer System Research Billing Issues Skills Microsoft.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Medical Assistant - June 1993(Cardiac Tech - Los Angeles, CA)

SKILLS

Billing/collections for Medicare, Medicaid, HMO's.

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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