Robert Smith

Lead Billing Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Seeking a challenging Lead Billing Specialist position Excellent communication, interpersonal, organizational & management skills Self starting, goal oriented and self motivated Quick to learn procedures and methods Computer Programs: Centricity, Next Gen, Epic, Availity, Quadax.

WORK EXPERIENCE

Lead Billing Specialist

Partnership Health Center - September 2012 – 2022

Responsibilities:

- Provided lead direction for billing specialists; orients and trains employees on the billing software, answer questions regarding the use of the billing system, and provides guidance and feedback.
- Ensured that all aspects of the billing process meet specified timelines.
- Prepared billing including patient/client, Medicare & Medicaid, and third party bills.
- Prepared and transmitted daily claim batches.
- Worked aging reports for accounts receivable.
- Prepared delinquent accounts for collection and acts as liaison for the clinic in the collection process.
- Examined and processed patient/client visit records, codes patient/client visit records for medical and behavioral health, and reviews records to determine appropriate billing.

Lead Billing Specialist

Delta Corporation - 2007 – 2012

Responsibilities:

- Knowledge of Tenncare and private insurance billing rules and guidelines.
- Billing, calling and verifying Tenncare and private insurances.
- Entering and updating Procedural Terminology Codes and ICD-10 Codes Reading EOB and Analyzing aging report Receiving daily hospital reports for .
- Assist Physicians.
- Supervised two staff members overseeing daily operations Processed accounts receivable/payable Ensured payments for clients through research.
- Responsible for Accounts Receivable invoicing on weekly basis for time and materials billing; tracked and monitored payments; generated month-end .
- Entering / auditing incoming hard copy and/or electronic bills from providers including group providers, DME suppliers and several hospital .

SKILLS

Microsoft Excel, SAP, Oracle Financials, Ariba, Microsoft Word.

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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Education

Medical

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