

ROBERT SMITH

Medical Billing Collector

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Self-motivated, personable healthcare executive professional with multiple key areas of the entire revenue cycle management process, and provider enrollment in addendum to human resource and personnel knowledge.

EXPERIENCE

Medical Billing Collector

ABC Corporation - FEBRUARY 2014 - DECEMBER 2014

- Managed the entire claim life cycle of managed medicare(Aetna, Ameriadvantage, Cigna, Humana, United HC, etc), Aetna Commercial, and United Healthcare Commercial Payers (280+ accounts).
- Reviewed, edited, and submitted UB-04s via the Clearing house.
- Reviewed for appeals, pre-certification, and valid coding on claims Researched current CPT codes and ICD -9 codes for maximized payment or proper billing guidelines.
- Reviewed billing edits and provided payors with corrected information via formal appeals and insurance adjustment forms.
- Reviewed EOBs to ensure payments posting according to contracts with the facility, track denials, and ensure no additional charges added onto the account after charges.
- Excelled above the daily goal of 50 to at least 150+ accounts being worked per day; 24/hr on average.
- Assisted with several process changes within the first month of employment in ways that helped improve the dashboard grades utilizing Excel.

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Delta Corporation - 2009 - 2014

- extern 120 hrs) My daily duties verifying claim number, adjuster information.
- Mail correspondence of demand letters and settlement offers, calendared court dates, updated information in appropriate systems.
- Sort and file billing documents according to Assertive standards, provide assistance in copying documents when requested, data entry.
- Worked in auto dial call center for medical billing Collected on past due accounts from consumers delinquent on their medical/hospital bills .
- Due to family illness/death in Cali, Colombia needed to separate due to extended stay.
- Interviewed patients to obtain all necessary account information 2) Ensured charts was completed and accurate 3) Verified all insurance and obtained .

- Submitted claims for patients on dialysis using UB-92 forms both via paper and electronically.

EDUCATION

- Diploma

SKILLS

Microsoft Office (10+ years), Medical Terminology.