Medical Billing Collector

ROBERT SMITH

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Objective

To obtain a responsible position as a medical billing officer with a view to make use of my expertise in an established health care center.

Skills

Microsoft Word, Microsoft Excel, Bakers Dozen.

Work Experience

Medical Billing Collector

MED/ARX - May 2014 – 2022

- Prepared electronic claims for submission and clean hardcopy to mail.
- Resubmitted claim to insurance carrier after identifying and correcting problem.
- Called in reference to under payments, denials and payment errors.
- Followed up on all claim for payment and allowing only two weeks for insurance companies to receive claim and review.
- Requested for insurance company to expedite payment if claim was over 30 days.
- Called insurance companies to follow up on claim status.
- Updated medical records charts Verify claims for overpayment or underpayment.

Medical Billing Collector

Delta Corporation - 2012 – 2014

- Typing Test 38 WPM, Data Processing, Customer Service.
- Job Description Contact, Coordinate payment arrangements with client patients.
- Setup accounts for billing as a 3rd party collector.
- Re-Billed customer insurance company.
- Skip traced customers that avoided billing and collections.
- Responsible for the timely collection of unpaid medical claims, and documenting collection activity in the billing system Researched appeals, and .
- Updates job knowledge by participating in educational opportunities; reading professional publications.

Education

Accounting

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