

# Medical Billing Representative/Analyst

## ROBERT SMITH

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### Objective

Experienced, diversified, professional specializing in medical collections, customer service, medical billing and insurance verification, and medical administrative to contribute to institutional advancement.

### Skills

Customer Service, Medical Terminology, Insurance Verifications, Medical office support, use of EMR and Medical Manager, Microsoft tools, Medical Transcriptions, Time Management , Data Entry.

### Work Experience

#### Medical Billing Representative/Analyst

**ABC Corporation** - February 1999 - December 2000

- Applied collections techniques to recover payments on outstanding delinquent accounts.
- Follow-up and documented on delinquent accounts to obtain payments.
- Verified insurance coverage on the patient from the various insurance companies.
- Performed accounts reconciliation on delinquent accounts.
- Received and documented correspondence information from the patients, insurance carriers.
- Discussed and resolved denied and rejected claims with insurance companies in order to receive payments.
- Performed payments posting, charge entries and adjustments on daily Excel spreadsheet.

#### Medical Billing Representative

**Receivables Outsourcing LLC** - 1996 - 1999

- Record information about financial status of patients and status of collections efforts.
- Confer with patients via inbound or outbound telephone calls timely and accurately.
- Verifying Health Insurance information and benefits with patients.
- Analyzes credit information.
- Establishes payment arrangements.
- Properly managing your collection queue.
- Achieving a collection goal every month..

### Education

Certificate in Medical Billing & Coding - (Brightwood College)