



ALEXANDER SCOTT

Medical Billing Supervisor/Specialist

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PROFESSIONAL SUMMARY

Accomplished Medical Billing Supervisor with 7 years of extensive experience in optimizing billing processes and enhancing revenue cycle performance. Proven track record in leading teams, ensuring compliance with regulatory standards, and driving operational efficiencies. Committed to implementing innovative solutions that elevate billing accuracy and foster collaborative environments.

WORK EXPERIENCE

Medical Billing Supervisor/Specialist

Apr / 2021-Ongoing

Blue Sky Innovations

Chicago, IL

1. Processed daily encounters created by physicians using accurate ICD-10 and CPT codes, collaborating with physicians on billing discrepancies.
2. Monitored and balanced daily financial batches, addressing and resolving billing inquiries promptly.
3. Utilized Trizetto-Gateway Software for efficient claims report management, ensuring timely submission and follow-up.
4. Resolved all electronic processing errors, liaising with software support to address technical issues and run monthly delinquent account reports.
5. Oversaw the credentialing and contracting process for new physicians with various insurance providers.
6. Conducted training sessions on software updates via webinars to enhance staff proficiency.
7. Managed accounts receivable and collections for a busy women's diagnostic center, improving cash flow.

Medical Billing Supervisor

Apr / 2018-Apr / 2021

Summit Peak Industries

Denver, CO

1. Supervised a team of 10 employees in a high-volume physician radiology group, ensuring efficiency in billing and authorizations.
2. Oversaw charge posting with accurate ICD-10 and CPT codes, processing payments from insurance companies and patients.
3. Managed daily and monthly financial closes, preparing comprehensive reports for year-end evaluations.
4. Implemented procedures for new patient lien processing, enhancing revenue recovery.
5. Updated fee schedules for each insurance provider according to contractual agreements.

EDUCATION

Associate of Applied Science in Medical Billing

Apr / 2015 - Apr / 2018

Community College of Denver

Portland, OR

Focused on medical billing practices, coding standards, and revenue cycle management.

SKILLS

Payment Reconciliation

Financial Reporting

Data Analysis

Regulatory Compliance

Conflict Resolution

INTERESTS

Martial Arts

Travel

Reading Fiction

Reading

STRENGTHS

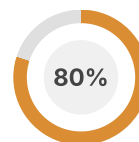
Optimism

Creativity

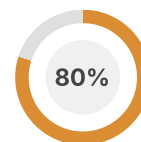
Criticality

Planning

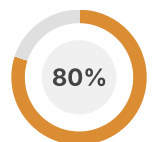
LANGUAGES



English



Japanese



Russian

ACHIEVEMENTS

Improved billing accuracy by 25% through process enhancements and staff training.

Reduced claim denial rates by 30% by implementing a comprehensive review system.

Led a team that successfully decreased accounts receivable days from 60 to 45 days.