

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Patient Accounts Clerk

SUMMARY

Patient Accounts Clerk is responsible for Providing excellent customer service to the patients of the medical practice by answering their questions, completing transactions, and following up with patients, Participating in clinical research studies and provide documentation to support clinical trials, Verifying patient insurance plans and submit required documentation for reimbursement purposes.

SKILLS

Microsoft Office, HMS/Med host, SSI Billing, Medtech, Epremis.

WORK EXPERIENCE

Patient Accounts Clerk

ABC Corporation - September 2004 - July 2007

- Reviewed explanation of benefits against accounts for accuracy.
- Followed-up for any unpaid claims for all insurances, including Medicare and Medicaid.
- Answered calls regarding questions/problems with patient accounts, including setting up payment plans.
- Worked Aged Trial Balance Report.
- Tested of new/updated programs on computer system.
- Responsible for all aspects of Medicare billing for a mental health facility.
- Billed for Railroad Medicare as well as Medicare secondary billing.

Patient Accounts Clerk

Delta Corporation - 2001 - 2004

- Retrieved and entered information into TPA database Called insurance companies to obtain payment status of billed medical claims Sent statements both .
- Provided customer service by informing patients parents of insurance benefits Collected copay amounts and deductibles Entered information in .
- Duties included Data entry, receiving patient phone calls, posting payments, reconciling patient accounts, filing electronic and paper claims for .
- Duties have also included learning, testing and implementing new software programs including electronic remittances, troubleshooting and .
- Assisted in the initial setup and maintained changes/updates to the 837 (electronic claims) and 835 (electronic remittances).
- Computer Software/Applications Experience Meditech, Chartmaxx, Relay Health ePremis, 3M, Vision, Microsoft Excel and Word, Medicare DDE online .
- Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare .

EDUCATION

GED