

Robert Smith

Patient Information Specialist

PERSONAL STATEMENT

Responsible for Scanning patient's photo id and insurance card electronically in patient's chart insurance verification via telephone, various websites, and manicure database.

WORK EXPERIENCE

Patient Information Specialist

ABC Corporation - March 2003 - July 2004

Responsibilities:

- Experienced working with healthcare reimbursement systems.
- Experienced working in Microsoft Office, specifically Excel, Outlook and Word.
- Experienced medical billing or collections work or experience working with accounts payable (A/P) or accounts receivable (A/R).
- Collaborated with the Territory Manager to provide good case coverage and clinical outcomes for patients.
- Served as the primary resource for clinical support in the areas of coverage, troubleshooting and in-service education for company products.
- Educated the customer on the merits and proper clinical usage of company products.
- Informed the customer on the latest product, therapy and technology developments in the industry by actively engaging in procedural and technical discussion.

Patient Information Specialist

Delta Corporation - 2001 - 2003

Responsibilities:

- Supported the coordination of services provided to all patients from registration to discharge.
- Responsible for providing information to and maintaining relationships with third party payers to obtain necessary benefit information.
- Communicated with all parties to maximize reimbursement to benefit patients and insurance companies.
- Transfer) Successfully trained in Visual AA system Knowledgeable in Athena Verification of insurances for upcoming outpatient therapy and physician .
- Function primarily in the registration and insurance verification role Interacts with Physician/Physician office staff and/ or Payer to meet the .
- Answered calls and emails from people affected by Chronic Kidney Disease Offered assistance for individuals seeking information on risk factors and .
- Greeted each person upon arrival, verified insurance, collected copays, deductibles, and coinsurances, organized and maintained office supplies.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Planning Skills,
Management Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

GED