

Robert Smith

Payment Analyst

CONTACT DETAILS

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

SKILLS

Microsoft Office,
Leadership.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Dependable professional who is detailed, responsible, proven ability to communicate effectively with all levels of staff; able to manage multiple job tasks in an efficient manner. Supervising the in-office lab and monitor the electronic medical system. Excellent customer service skills, caring healthcare professional.

WORK EXPERIENCE

Payment Analyst

a - November 2014 - 2021

Responsibilities:

- Responsible for identifying underpaid claims based on contractual payment or various denials.
- Performing follow up calls on identified underpaid claims to collect payment.
- Interpreting and understand written contract language.
- Writing appeal letters and communicating contract information it insurance company representatives.
- Communicating new information to team members.
- Responsible for learning and proficiently using various patient accounting systems.
- Responsible for understand all commercial payers, Medicare and Medicaid for multiple states.

Payment Analyst

Delta Corporation - 2013 - 2014

Responsibilities:

- Processing a bi-weekly, multi-state payroll utilizing ADP Enterprise System-EV4 & PayForce for salaried, hourly and union employees.
- Compiling and maintaining all employee payroll data; processing wage garnishments, child support orders and tax levies.
- Manage HRIS database & responsible for organization and integrity of integrated HR/Payroll data; develop, test and implement new specific pay .
- Conversion of ADPs EV4 Platform to Pay Force, participated in Mapping of various data tables, & performed User Acceptance Testing Prepared bi-weekly .
- Evaluate and report expense records for payment by analyzing data performed by utilizing SQL and queries Ensure good relationships with vendors, and .
- Processed and reconciled time critical payments to temporary employees.
- Researched and resolved accounts payable discrepancies.

Education

BA