

Precertification Specialist

ROBERT SMITH

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Objective

Responsible for the verification of insurance benefits and obtaining prior authorizations for all procedural orders by successfully performing duties within the scope of the policy and procedures defined by Charlotte Eye Ear Nose and Throat Associates.

Skills

Medical Terminology, Office Equipment, Office Administration, Injections, EKG, CPT, ICD-9, Patient Care.

Work Experience

Precertification Specialist

ABC Corporation - May 2016 - July 2016

- Ensured the effective and efficient use of services, monitors appropriateness and medical necessity, and provides necessary information for authorization and continued stay/visit re-authorization.
- Provided support to the patient accounting department to clarify claim submission and claim denial appeal efforts.
- Assisted with patient intake.
- Interacted as an active liaison between hospitals, medical facilities, surgical schedulers, medical doctors, Insurance Companies, and via another precertification specialist.
- Reviewed information for admission and continued visit management including type and duration of service, authorization and CPT/HICPIC/ICD-10 codes for treatment, re-authorization and continued visit requirements necessary for ongoing treatment and payment.
- Responsible for explaining benefits, the billing process and financial responsibility to parent/guardian.
- Responsible for obtaining and communicating pre-authorization as needed per insurance company requirements.

Precertification Specialist

Delta Corporation - 2013 - 2016

- Obtained pre-certification from insurance companies for LESI, CESI, and surgeries.
- Also performed checkout duties and physician coding at checkout for Dr.
- Charleston Orthopedics August 1999 through merge with SC Sports Medicine January 2004
Medical Transcriptionist Transcribed physician dictation, .
- Obtain precertification for exams via website or call insurance company directly giving all clinical information.
- Register patients into IDX system upon arrival or via incoming and outgoing calls obtaining complete accurate demographic and insurance information.
- Collect payments and post payments and charges.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

High School Diploma - 2011(CLEVELAND HIGH SCHOOL - Cleveland, TN)