

# ROBERT SMITH

## Provider Data Analyst

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To establish a Provider Data Analyst professional career using the experience, knowledge and skills I have gained over a span of 30 years. I have a high drive to succeed with practicable characteristics such as multi-tasking, ability to learn quickly, time management, conflict resolution and organisation. Successfully managed detail-orientated projects, implemented concepts to bolster team moral resulting in quality production, pride, and profit with award winning results.

### SEPTEMBER 1995 - FEBRUARY 2001

#### PROVIDER DATA ANALYST - ABC CORPORATION

- Updated demographics on hospital, facility and physician database.
- Processed provider discounts on several healthcare client databases.
- Designed and managed audit procedures and processes.
- Performed expert lead role by training and supervising staff.
- Implemented the use of Macros to effectively update data in a timely and accurate manner.
- Conducted client updates ensuring they received outstanding customer service by implementing timely responses and creating friendly business relationships.
- Received and processed Provider Termination and Demographic update requests for multiple Markets.

### 1991 - 1995

#### PROVIDER DATA ANALYST - DELTA CORPORATION

- Enter all providers demographic data given from contracted entities; balance emails, meetings, projects, and quarterly goals.
- Include; building provider records into the system, making necessary changes to provider records based on the health plans request.
- Taking requests sent by the health plan and adding them to Remedy to be worked by other analysts in the department, I have been trained to work all .
- Lay Off Responsible for making sure contracts were attached to all medical claims.
- Reviewed contracts to ensure data is accurate before processing.
- working on edi programs Data entry, Verification and Processing of all claims Ten key, fast and accurate in a high volume fast paced environment.
- Review and process provider contracts by compiling, analyzing, and updating information while running reports to distribute statistical data.

## **EDUCATION**

GED

## **SKILLS**

Knowledge Of CPT, HCPC Codes, Red Book, MDDB Drug Rates And HIPPA Compliance.  
Proficient With Microsoft Excel, Word And PowerPoint.