

# ROBERT SMITH

## Remittance Clerk

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Hardworking and has a high level of attention to detail. Extensive knowledge of medical terminology. Fully certified Medical Coding Specialist and ICD-10 certified. Good knowledge and understanding of Medical Coding Guidelines and coding techniques (ICD-10/ICD-9 CM, CPT, HCPCS and DRG). Proficient in HCC, Outpatient, Emergency/Ambulatory, E/M coding and abstracting.

## EXPERIENCE

### Remittance Clerk

#### ABC Corporation - SEPTEMBER 2004 - OCTOBER 2007

- Ensured proper checking of different currencies before changing into local currency or other currencies.
- Determined the genuine notes and fake notes well before exchanging.
- Counting and segregating different currencies upon changing and bundling and turnover of cash.
- Encashmented of travelers checks with proper authorization and approval and documents for support.
- Followed standard procedures of receiving and sending money transmittal (i.e western Union Remittances and International Money Transfer.
- Updated telegraphic transfer and mail transfer properly (checks the desired codes to avoid errors) before sending to verifications.
- Performed demand drafts transactions with valid IDs presented as per law requirements.

### Remittance Clerk

#### Delta Corporation - 2002 - 2004

- Process customer bill payments consistently exceeding processing objectives Federal System payment restructure, including developing job aids, .
- Responsible for depositing large checks into corporate accounts such as hospitals and other banks and local business Worked in the mailroom sorting .
- Processed 401k payments Accomplishments Learned how the whole 401k process works Skills Used Computer skills.
- Processed and post payments to corporate clients accounts -Located and process rejected payments -Prepared correspondence to be dispatched for .
- Prepared payment schedules according to customer payment plan Researched and resolved assigned customer short payments and deduction issues .
- Post all insurance payments to patient accounts which includes transmitting electronic payments from Medicare, Medicaid and other

commercial carriers .

- Review all auto posted payments and adjustments as well as manually posted payments for errors or for further processing such as secondary billing or .

## **EDUCATION**

- Associate's

## **SKILLS**

Microsoft Office, Performed Above Established Productivity Standard, Performed Above Established Coding Accuracy.