# ROBERT SMITH

## Senior Revenue Cycle Specialist

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### SUMMARY

Seeking a position with a company that will allow to succeed in a challenging and stimulating work environment, use the skills and knowledge for organizational and personal growth, and provide advancement opportunities. Ability to work independently, while maintaining firm deadlines, sound analytical and problem-solving skills, managing numerous tasks and maintaining organization, interacting and explaining financial problems to individuals

### SKILLS

Training, Supervisory Coordination, Quality Control Program Development, Medical Billing, Meeting Planning, Inventory Control, Budgeting, AP/AR

### WORK EXPERIENCE

**Senior Revenue Cycle Specialist**
Hospital - 2005 – 2019

- Monitors and analyzes accounts receivable to ensure maximum net revenue realization, stable cash collections, avoidance of denials and measured reduction to bad debt.
- Achieve and maintain industry-leading Key Performance Indicators.
- Ensures appropriate internal controls within the revenue cycle system.
- Identify and implement cost reduction and revenue improvement strategies.
- Identify and implement process and workflow improvements to increase efficiency and effectiveness.
- Responsible for effectively managing patient complaints in a timely, professional and compassionate manner.
- Responsible for effective collaboration with the management team in strategic planning, operations management, and implementation of company objectives and special projects.

**Revenue Cycle Specialist**
ABC Corporation - 2000 – 2005

- Responsible for collecting insurance dollars for ten facilities in order to meet or exceed company A/R goals for each individual facility.
- Exclusively responsible for handling claims in excess of $100,000.
- Resolved coding or billing problems to get claims resolved and took escalated actions when necessary.
- Contacted and counseled patients on how to pay their debts.
- Assisted and trained new employees on claim processes.
- Extensive knowledge and experience with all government entities and commercial plans.
- Created and Lead Team Building/Motivational Activities.

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## SCHOLASTICS

- Bachelor Of Science - 1999

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