

ROBERT SMITH

Revenue Supervisor

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Professional with several years of excellence in the Medical Claims/Billing setting. Medicare/Medi-Cal, HMO, PPO. Front and Back end AR experience. HIPPA compliant, various computer software including Microsoft Office, Excel, Word, Power Point, Outlook, QuickBooks, Nexgen, EZ Cap, TIMS, EMR, and Laser fiche. Position must allow personal growth and training to help increase patients' client base, and increased revenue for the company.

EXPERIENCE

Revenue Supervisor

ABC Corporation - JANUARY 2014 - JULY 2015

- Responsible for managing 37 Staff members on the front end billing for 118 centers nationwide.
- Ensured our department is meeting all qualifying guidelines within each region for Medicare, State, and Private Payers for Durable Medical Oxygen, CPAP/BIPAP, and supplies.
- Stayed within HIPPA compliance.
- Interviewed, Hired, and Trained process.
- Worked with upper management on several different accounting/revenue auditing issues.
- Sent and received emails from various department directors and other employees.
- Directed the cashing and/or collection functions for the receipt of monies by the City.

Revenue Supervisor

Delta Corporation - 2013 - 2014

- Attended some courses/seminars on customer service and Relationship management.
- These courses have broadened my knowledge and enhanced my skill set.
- Ensure all work performed by Revenue Analysts is accurate and complete Work with all departments to ensure all production sales are accounted for, .
- Supervised staff of over 100 team members.
- Staffed, trained, and scheduled team members.
- Input data in POS systems Ordering of inventory Cash handler Conducted sales and promotions.
- Prepares revenue transmittal & reporting summaries as needed to make adjustments as part of the reconciliation process.



EDUCATION

- GED

SKILLS

Microsoft Office, Medical Billing, Accounts Receivable, Accounts Payable, Claims Processing, Customer Service, Administrative Duties.