

Associate Senior Billing Coordinator

ROBERT SMITH

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Objective

Highly qualified Senior Billing Coordinator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

Skills

Customer Service , Microsoft Word, Excel, Accounts.

Work Experience

Associate Senior Billing Coordinator

ABC Corporation - February 2007 – January 2009

- Processed complex billing transactions.
- Verified that clients are paying correct rates and research discrepancies.
- Notified client of any outstanding dues or credits.
- Set up new cases for premium journalizing process.
- Ensured that first months premium is received.
- Prepared statements and client correspondence.
- Verified that statements are correct.

Senior Billing Coordinator

Delta Corporation - 2005 – 2007

- Assisted Client Accounting Billing Manager with daily activities including opening estimates and training new employee Responsible for monthly client .
- Review and verify accuracy of high volume billing and supporting documentation as required Create and print final client billing Utilize computer .
- Divided working time between office and from office at home.
- Improved claims input by 50% by remaining focused and utilizing shortcut keys; increased receivables by 28% through diligent and effective claim .
- Thoroughly researched entire database and ensured all claims errors rectified.
- Assisted the Office Manager in all insurance and patient payment postings.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Business - 1994(EASTFIELD COLLEGE - Mesquite, TX)