

ROBERT SMITH

Junior/Senior Billing Specialist

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SUMMARY

Seeking a Senior Billing Specialist position that will utilize excellent work ethics and skills to the fullest potential.

CORE COMPETENCIES

Team Leader, Corporate Billing, Collections, Accounts Receivable/Customer Service.

PROFESSIONAL EXPERIENCE

Junior/Senior Billing Specialist

Kittrich Corporation - 2005 – 2020

Key Deliverables:

- Responsible for some EDI invoicing and transmittal of major accounts.
- Released and launching of pick slips, manufacture release and demand interface orders.
- Responsible for billing orders for 8 divisions.
- Identified and resolve all related billing discrepancies.
- Printed of daily transaction reports and invoices.
- Scanned incoming checks/payments from customers.
- Served as backup for Returns, Order Entry and Cash applications.

Senior Billing Specialist

Delta Corporation - 2010 – 2013

Key Deliverables:

- Issued invoices by entering service data, calculating charges, and mailing invoices
Maintained patient invoices and files Collected, analyzed.
- Resolved billing issues through communication with third-party payer and patients, as well as negotiated settlements.
- Responsible for entering daily charges, posting remittance advice (Medicaid, /CMOs and Commercial), making insurance follow up calls, working aging .
- E.M.C transmission of medical claims Audited claims for rebilling Closeout daily bank transactions Balance daily transactions report Resolve.
- Coordinated with a manager and monitored members payments to bring accounts out of default Reviewed incoming customer calls and provided billing.
- All aspects of the complete billing cycle for primary care claims.
- Trained new billing staff along with helping implement new EMR software.

EDUCATION

- Associate - 1999(Interface Computer College - Manila)