

Robert Smith

Sr.Business Office Specialist

PERSONAL STATEMENT

Able to work in a fast paced office. Answering multiple phone lines, properly use office equipment, handle customer service, as well as some medical billing and coding experience.

WORK EXPERIENCE

Sr.Business Office Specialist

HCA Healthcare (McKinney Surgery Center) - April 2015 - 2019

Responsibilities:

- Maintain accurate, timely and thorough documentation regarding verification and account activity for 600+ patients per month; Monitors and maintains patient accounts to record all actions taken on account.
- Completes weekly reporting to BOM and Administrator.
- Thorough knowledge and understanding of medical insurance and how to obtain information from insurance companies.
- Create & submit appeals for claims paid incorrectly or not paid at all achieving 90% payment on claims.
- Responsible for handling inbound calls regarding insurance claims, billing issues and eligibility of benefits from patients and physician staff.
- Meet exceed/minimum verification quota of 30 patients per day - typically 40+ Knowledge of AdvantX A/R system.
- Understanding of ICD-10, HCPCS/CPT coding and medical terminology.

Business Office Specialist

ABC Corporation - 2012 - 2015

Responsibilities:

- Greeted and registered patients.
- Issued medical record numbers to patients.
- Executed general office duties.
- Completed other related duties as assigned by immediate supervisor.
- Promoted from Medical Records Department Clerk to Business Office Specialist Maintained and filed medical records and issued medical record numbers to patients..
- Processed medical records and gather patient information Reviewed medical records for completeness.
- Filed medical records using alphabetic and numeric filing system..

Education

Masters in Healthcare Administration - (Ashworth College)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Bilingual spanish/English fluently, 50 WPM, Experience in Microsoft Word, PowerPoint,& Excell, Knowledge of AMS and Home Care Home Base.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)