

ROBERT SMITH

Assistant Business Office Manager/Executive

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To apply extensive administration skills in the office and to contribute to the smooth running of the business. Direct the overall administrative, billing, accounting, and payroll functions of the Business Office in accordance with all applicable laws, regulations, and Life Care standards.

CORE COMPETENCIES

Communication, Negotiation and Relationship-Building Skills.

PROFESSIONAL EXPERIENCE

Assistant Business Office Manager/Executive

BrookHaven Manor - June 2016 – 2020

Key Deliverables:

- Supervised the non-clinical staff to ensure the office administration runs smoothly.
- Coordinated the scheduling of clinical field staff and ensure gaps in clinical care are covered as needed.
- Ensured the office is compliant with company policy and procedures as well as Medicare, Medicaid, and state regulations.
- Maintained referrals for insurance verification.
- Verified all insurances; primary and secondary and for physical therapy.
- Submitted adjustments, refunds to account for billing issues or unsettled claims.
- Managed office costs (staffing, overhead, unbilled accounting) to operate within the census budget.

Assistant Business Office Manager

Delta Corporation - 2014 – 2016

Key Deliverables:

- Am responsible for handle Medicaid applications, changing patient insurance to Medicare, petty cash, accounts payable, and accounts receivable.
- Admission Paperwork Insurance Verification/HIQA Resident Trust Fund Accounts Clinical updates Navigate through AHT program Enter patient information .
- Promoted from accounting clerk in pilot ABOM program.
- Assisted in all management functions of the Business Office (A/P, A/R, Payroll, Human Resources/Benefits).
- Ensured optimum reimbursement for medical services through accurate and timely reporting of physician and ancillary services.
- Coordinated and facilitated client meetings, internally and externally.
- Verify all insurance claims Bill and Follow Up on Insurance Claims Insurance Refunds Prepare for Aging Call every Pay Source Answer Phone (secondary) .

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EDUCATION

- - 1996(Northeast State Community College)