

ROBERT SMITH

Business Office Specialist/Associate

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

SUMMARY

Experience in computing, classifying, and recording numerical data to keep financial records complete. Extensive experience in cash application, collection support and record filing for audit purposes. Knowledge of Microsoft Office applications, word, excel. Detail oriented and accurate.

CORE COMPETENCIES

Proficient in developing excellent relationships with.

PROFESSIONAL EXPERIENCE

Business Office Specialist/Associate

ABC Corporation - April 2011 – November 2012

Key Deliverables:

- Responsible for performance and accuracy of data input Maintenance of patient medical records and data as well as the tracking systems for physicians orders.
- Participate and work in a collaborative manner to assist in the timely and accurate submission of billing and payroll.
- Verify and continuously monitor Medicaid authorizations, approvals, and visits.
- Maintain office supply and medical inventory supply and distribution.
- Participate in inventory control processes.
- Schedule all visits based on patient need, staff experience, and geographical location.
- Demonstrate a desire to set and meet objectives and find increasingly efficient ways to perform tasks.

Business Office Specialist

Amedisys Home Health - 2010 – 2011

Key Deliverables:

- Perform data entry and input of medical information and maintains patient medical records and data to support the billing, scheduling, payroll and compliance functions of the care center.
- File medical records, physicians orders, lab reports, progress notes, clinical notes, etc.
- on active and discharged patients and maintains security of all patient records and electronic medical records.
- Maintain office supplies and medical inventory supplies and distribution.
- Maintain the ongoing scheduling of patient visits for all assigned field staff, as well as communication updates, changes and new admissions to ensure continuity and coordination of patient care services.
- Greet visitors and answer the multi-line telephone and gives information to callers or routes calls to appropriate staff.
- Process, handle and distribute incoming and outgoing mail and all other correspondence (including electronic mail.).

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EDUCATION

- Gatlin Education Services - 2010(Southeastern Louisiana University - Hammond, LA)