

ROBERT SMITH

Associate Medical Collections I

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

SUMMARY

Looking for a full time experienced Medical Billing and Collections Specialist to grow with us! We are proud to offer services to the entire Tampa Bay area. We live our Core Values, Do the Right Thing, Connect with People, Find a Better Way and Go the Extra Mile.

CORE COMPETENCIES

Solid understanding of medical collections, Experience in Collections and billing.

PROFESSIONAL EXPERIENCE

Associate Medical Collections I

ABC Corporation - December 2001 – January 2004

Key Deliverables:

- Responsible use of confidential information
- Verified completeness and accuracy of all claims prior to submission.
- Accurately posted all insurance payments by line item
- Timely followed up on insurance claim denials, exceptions or exclusions.
- Read and interpreted insurance explanation of benefits.
- Utilized monthly aging accounts receivable reports to follow up on unpaid claims.
- Responded to inquiries from insurance companies, patients and providers

Medical Collections

Delta Corporation - 1996 – 2001

Key Deliverables:

- As the Medical Billing and Collections Specialist, you will be responsible for
- private pay and insurance billing and collections for all accounts. In this role,
- you will follow up with all payers, assist with insurance verification and
- eligibility, assist with the preparation of financial statements, review/appeal
- unpaid or denied claims, and update patient financial accounts. An ideal
- candidate will have a working knowledge of insurance coverage, coding and
- collections follow-up for Home Health services, Durable Medical Equipment.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS

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