

ROBERT SMITH

Assistant Business Office Manager I

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

SUMMARY

Flexible, hard worker with a positive attitude with the desire to bring diverse management skills to any position (sales associate, administrative assistant, customer services support representative, assistant manager and more).

CORE COMPETENCIES

Communication, Negotiation and Relationship-Building Skills.

PROFESSIONAL EXPERIENCE

Assistant Business Office Manager I ABC Corporation - July 2013 – September 2014

Key Deliverables:

- Maintained the Admission/Financial files and is responsible for completing and tracking the Medicaid process through to approval.
- Responsible for assisting the Business Office Manager with the input of information within the accounting systems at the nursing center and those which interface with the corporate office.
- Responsible for all accounts payable to the facility.
- Provided all administrative/secretarial/clerical duties as required, including making photocopies, preparing letters, memos, minutes, notices, etc.
- Responsible for handling incoming telephone calls on a multi-line phone system, taking and relaying messages for facility personnel or pages personnel per facility policy and greeting visitors.
- Sorted and distributed mail and addressed and stamps mailings as requested.
- Maintained confidentiality of resident information per HIPAA guidelines.

Assistant Business Office Manager Delta Corporation - 2008 – 2013

Key Deliverables:

- Medicaid billing on line with Quadax and Mits Trouble Shooting all accounts with all payers Private Pay collections Residents Personal Accounts .
- Date entry of all residents MCD Billing on line through Quadax Billing MCR Co-Insurance to insurance companies Trouble Shooting all accounts with all .
- Accounts Receivable/ Collections/ Manage Patient Trust Bank Accounts/ Electronic and Manual Claim Submission/ Work denied claims/ Care Conferences to .
- Verifies/Inputs resident financial information into billing systems.
- Responsible for timely collections on account receivable as assigned Keeps record of resident trust accounts Assists resident/resident families with .

ROBERT SMITH

Assistant Business Office Manager I

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

- Skills Used General computer literacy and good knowledge of Microsoft Outlook, Excel and Word Good organizational and communication skills Knowledge .
- Basic math and accounting skills.

EDUCATION

BS in Biology - (Northern State University)

