

ROBERT SMITH

Insurance Claims Specialist/Executive

info@qwikresume.com | <https://Qwikresume.com>

Organized and detail-oriented insurance professional dedicated to improving efficiency, productivity and profitability through continuous process improvement. Analytical thinker skilled at developing innovative solutions to complex problems.

OCTOBER 2002 - SEPTEMBER 2015

INSURANCE CLAIMS SPECIALIST/EXECUTIVE - ABC CORPORATION

- Reviewed field inspections and coordinated all insurance claim audits.
- Evaluated insurance policies and analyzed damages to determine coverage.
- Compared data from surveillance footage to data on medical reports.
- Reviewed and analyzed suspicious and potentially fraudulent insurance claims.
- Successfully eliminated claimant, premium and provider fraud.
- Synthesized data into comprehensive quarterly written reports for management.
- Directed and coordinated various investigations conducted by field investigation team.

2000 - 2002

INSURANCE CLAIMS SPECIALIST - WVU MEDICINE

- Responsible for managing the patient accounts during pre and post claims processing.
- Includes accurate claim submission with payee guidelines, timely account follow-up and assistance with denial management issues.
- Responsible for securing registration data based upon comprehensive data elements, financial education/counseling, insurance verification, provision of clinical information for pre-certification, authorization and third party claims management.
- Ability to calculate patient co-payments and deductibles based upon benefits processing.
- Knowledge of all aspect of payer relations, claims adjudication, contractual claims processing and general reimbursement procedures.
- Maintain knowledge of revenue cycle operations, third party reimbursement regulations and medical terminology..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Associate of Arts in Institutes For Insurance Professionals - (University of

Cincinnati - Cincinnati, OH)

SKILLS

Electronic Medical Charts, Penchart, Centricity, Docstar, RMS, Kodak x-ray software
Emedom and National Electronic Attachmet.