

ROBERT SMITH

Business Office Specialist

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

To obtain a challenging and rewarding position within a growing organization that will allow me to use my training, organizational, interpersonal and customer service skills, as well as offer progressive growth opportunity.

SKILLS

Microsoft Office, Microsoft Word, HomeCare HomeBase.

WORK EXPERIENCE

Business Office Specialist

Northeast Center For Rehab And Brain Injury - June 2015 – 2019

- Verifies insurance for prospective patients to the Center, verification process includes contacting insurance company via phone, email or fax.
- Contacts family as well, to do financial applications via phone.
- Financial- Accounts Receivable-Handles contacting patients, family members, Power of Attorneys or Legal Guardians etc re..current billing issues, or outstanding bills that pertain to the past or current stay here at the Facility.
- Answers and handles any billing questions for our Fiscal Office.
- Receives any monies owed to the Facility for current or outstanding bills.
- Handles and assists patients with bank account issues and transactions such as withdrawals and deposits.
- Assistant Case Manager, assists supervisor with case management as needed, faxing, emailing or calling Case Managers at the insurance companies to advise the current clinical status of the patients to help keep their health care coverage valid and up to date.

Business Office Specialist

ABC Corporation - 2010 – 2015

- Schedule patient visits for nursing and therapy staff.
- Process timesheets for staff.
- Answer multiline telephone for entire office and forward calls to appropriate personnel.
- Assist patients with questions regarding their care.
- Run and process daily reports.
- Communicate with physicians regarding details on patient activity.
- Maintain patient files and assist business office manager..

SCHOLASTICS

- GED - (Kingston High School)