

Assistant Business Office Manager

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

Over 3 years of clinical experience in family practice with 2 years management experience. Maintain a strong reputation for achieving a high level of patient satisfaction. Highly motivated individual seeking health care opportunities that strive for delivering quality patient care that is driven by evidence-based practice.

Skills

MS Office, Organisational skills, IT skills.

Work Experience

Assistant Business Office Manager

Genesis Healthcare - September 2014 - 2020

- Assisted with coordinating and processing ancillaries, census, interim and private advance billing, month-end billing and related activities, adjustments, private spend down UDAs, admission files, refunds, and adjustments.
- Processed information according to predetermined deadlines.
- Assisted with meeting residents and/or responsible parties to review financial obligations, collect private funds, and assist with other financial related paperwork, primarily at the time of admission or upon payer change.
- Assisted with processing and monitoring of all Resident Fund procedures.
- Assisted with the accounts receivable collections of past due accounts, making collection calls, sending letters, direct deposit processing and documenting collection activity in the collection module.
- Prepared for and attend AR reviews as requested.
- Assisted as needed with the Medical Assistance Application process and MA Pending UDAs.

Assistant Business Office Manager

Delta Corporation - 2013 - 2014

- Assisted Business Office Manager with all duties including payroll, HR, AP and audit of patient charts for billing.
- Duties included handling of residential funding, Billing & Coding, and Financial Advisor to our clients.
- Payroll Benefits Patient Trust Fund Accounts Accounts Payable Typing Filing Key Qualifications American Health Tech software Microsoft Word .
- Salary \$15.30/hour Assist with management duties including, but not limited to, hiring, training and developing, coaching and counseling, and .
- Timely and accurately bill state Medicaid, Hospice, Private & Coinsurance, manage resident trust accounts, cash posting, ensure eligibility for .
- Collect payments for service from Insurance Companies, current and previous residents, distribute resident trust fund, bank depositing and post .
- Respons, ble for all co-insurance bilhng (1 e, insurance and Mechcaid) Respons, ble for Mechcatd billing and posting of Me&card RAs Responshle for .

Education

Medical - July 2003(Johns Hopkins Computer Career Institute - Columbia, MD)