

ROBERT SMITH

Medical Collections III

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SUMMARY

To contribute to the growth and stability of a successful company and working in a professional environment to where can utilize all of skills to the furthest extent possible.

CORE COMPETENCIES

Medical billing, Judgments, Writs, All receptionist duties.

PROFESSIONAL EXPERIENCE

Medical Collections III

ABC Corporation - July 2007 – July 2013

Key Deliverables:

- Worked on there aging reports, denials and also followed up on appeals and monitor denial and issues.
- Worked with every medical insurance on claim status and denials reason and appealed to the insurance, using HCFA form 1500.
- Communicated with Insurance and patients in resolving issues and setting goals.
- Did scheduling on Medisoft to scheduled appointments for patients, and also knowledge of basic and major medical coverage.
- Verified all types of insurance coverage for example government and commercial insurances, PPO, HMO plans, Medicare, Medicaid, Medicare and Medicaid Replacements, HRAs insurance and also post payment to the accounts.
- Reviewed and resolved all correspondence assigned, denials and EOBs.
- Prepared claims for the appeals process.

Medical Collections

Delta Corporation - 2003 – 2007

Key Deliverables:

- Filed judgments, writs, worked accounts for collections dept.
- Make out-bound collection calls to patients regarding their medical invoice/bill
- answering questions and setting up payment/payment plans.
- Knowledgeable HIPAA, FDCPA, AHIMA.
- Medical Collections Review unpaid/past due accounts to determine status and
- appropriate action required from aging report Contact Insurance Carriers .
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Certificate Of Completion In Medical Coding - (Guilford Technical Community College)