

# Robert Smith

## Business Associate III

### PERSONAL STATEMENT

Experienced in working with commercial and government insurance companies while performing the duties associated with both the front and back end of the billing cycle.

### WORK EXPERIENCE

#### **Business Associate III**

**ABC Corporation - 1991 - 1994**

##### *Responsibilities:*

- Worked with insurance, billing, and approving future imaging and procedures for patients through insurance companies.
- Registered patients for appointments and scheduled patients for future diagnostic procedures and referrals to other specialists.
- Worked in a very hectic environment with multi-line phones while providing excellent care for high needs patients.
- Worked closely with the neurologists for transcribing outpatient procedures.
- Trained new associate for personal job requirements and wrote up a training manual for future associates.
- Check and confirmed all patients insurance eligibility and benefits Medical billing and coding Answering and directing a heavy volume of telephone calls Data entry of new patients.
- Verified patient insurance Scheduled appointments Maintained patient referrals Input procedure orders.

#### **Business Associate**

**Wakefield North Division - 1986 - 1991**

##### *Responsibilities:*

- Manage heavy volume of phone calls and direct to appropriate personnel.
- Page Physicians on call when asked to.
- Follow up business aspects of a patients stay.
- Maintain the census throughout the shift.
- Process patient medical charts into Lynx system and discharge on Carecast.
- File patient records and other duties as assigned.
- Comply with company policies and procedures in accordance with State and Federal regulations for patient care and services (CMS, HIPAA, OSHA, or other governing agencies)..

### Education

Psychology - (College of Southern Idaho)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Quick Books, Accounting Software- Quick Books, Peach tree, Cougar Mountain Accounting Software, Sage Accounting Software, Adobe, the Internet.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)