

Robert Smith

Assistant Business Office Manager/Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Problem-Solving Skills,
Adaptability.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Highly qualified Assistant Business Office Manager with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which company prides itself.

WORK EXPERIENCE

Assistant Business Office Manager/Coordinator **GRACE HEALTHCARE OF CORDOVA - October 2015 - 2020**

Responsibilities:

- Responsible for billing coordinates all aspects of patient accounts receivables, insurance claims/reimbursement, and payment posting/tracking for this busy SNF.
- Billed all TN choices claims.
- Entered patient liabilities on a daily basis to ensure correct payment.
- Managed each claim and account to ensure/expedite payment.
- Tracked all Medicaid pending residents.
- Met with families to explain financials.
- Collected delinquent accounts by telephone and billed insurance claims.

Assistant Business Office Manager **Delta Corporation - 2014 - 2015**

Responsibilities:

- Assisted with coordinating benefits, maintaining and administering payroll, and participating in all phases of the hiring selection process.
- Results Trusted with oversight of employee benefits administration, including new hire processing, existing plan alteration, and general human .
- Developed employer confidence in ability with payroll administration, serving as oversight contact regarding employee hours, vacation and sick days, .
- Processing residents monthly billing to Medicaid and Hospice Responsible for making residents financial transactions Communicating with corporate .
- Medicaid applications Resident trust.
- Collections process via letters and phone calls, discuss financial matters for potential clients, posting cash & balancing month-end cash reports, .
- Created and implemented all intake policies and procedures Trained all intake employees Responsible for initial intake of all patients Daily .

Education

- (Fairly High School - Memphis, TN)