

Robert Smith

Jr. Insurance Claims Specialist

PERSONAL STATEMENT

To acquire a position with the potential for advancement where can utilize knowledge and experience.

WORK EXPERIENCE

Jr. Insurance Claims Specialist **ABC Corporation - 2005 - 2016**

Responsibilities:

- Assume the responsibility of receiving and sorting incoming payments with the attention to credibility.
- Manage the status of accounts and balances and identify inconsistencies.
- Issue and post bills, receipts, and invoices.
- Update accounts receivable database with new accounts or missed payments.
- Ensured all papers are properly filled out and input into the system.
- Entered and verified that all patient demographics and billing information is correct at the time of check-in.
- Answered telephone and transferred calls to appropriate personnel.

Insurance Claims Specialist **Net MD Business - 2002 - 2005**

Responsibilities:

- My everyday responsibilities are -Work Aged Accounts -Verify all patient information is correct -Make appropriate changes to denied claims to insure payment.
- Follow-up with Insurance companies to make claims are paid in a timely fashion.
- Faxing documentation if needed -Doing all Blue Cross, BCN, Out of State Blue Cross, and any other Insurance affiliated with Blue Cross Blue Shield.
- Since taking over all Blue Cross Blue Shield accounts for 7 hospitals I have kept all unpaid claims past 90 days under 1%.
- Skills Used I must have a precise and up to date knowledge of all things billing.
- Have an incredible work ethic, I am very firm on making sure claims are paid for and I do not have a lot of aged accounts, and many more things..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

General Studies - 1997(Copiah Lincoln Community College Wesson - Wesson, MS)

CONTACT DETAILS

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

SKILLS

MS Office, MS Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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