

Robert Smith

Insurance Claims Specialist/Supervisor

PERSONAL STATEMENT

A highly talented Billing Specialist with 21 years of experience in performing a variety of complex clerical and accounting functions for patient billing in, Medical, Prosthetics, and Home Health Care including verification of Benefits, invoice information, maintenance of third party billing records, and resolution of a variety of problems.

WORK EXPERIENCE

Insurance Claims Specialist/Supervisor

Asurion Insurance Services - February 2012 - 2019

Responsibilities:

- Managed 150 or more inbound calls daily in high volume phone queue.
- Enter customer data into files and various systems and explain company insurance benefits and products.
- Process customer payments for their claim and or policy.
- Maintains current knowledge of companys basic products, services and solutions in order to assist customers.
- Investigates, analyzes and resolve outstanding issue to achieve customer satisfaction and takes responsibility for following through and bringing issues to closure.
- Addressed and resolved customer product complaints professionally.
- Verify eligibility for insurance and process claims.

Insurance Claims Specialist

ABC Corporation - 2009 - 2012

Responsibilities:

- As the claims processor within this company my job is behind the scenes from the actual office.
- Working together with the clerks in the office, as well as the surgeon himself I am able to do at home claim processing.
- With the medical insurance program NueMD I am able to use the online patient information, as well as the tickets from each patients office visits and treatments to create the insurance claims and send them off to the payment facilities.
- Each and everyday I have to check the online status of claims already sent out to make sure any errors are cleared out to prepare for refiling as well as filling out all of the new claim tickets with all of the information put into the system during the day.
- I have widened my knowledge on not only medical terminology but also on insurance companies and how they are used in any type of medical setting.
- Have also been able to complete all of the online courses and received a degree in medical coding..
- This is Dummy Description data, Replace with job description relevant to your current role.

CONTACT DETAILS

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

SKILLS

Strong Analytically And
Problem Solving Skills,
Great.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

- 1993(South Broward High - Hollywood, FL)