

ROBERT SMITH

Business Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over 20 years of experience in Healthcare in the area of finance and pharmacy. Strong work ethic teamed with superior leadership skills contributing to continuous growth and increasing responsibility. Demonstrated ability to establish rapport and credibility with diverse groups ranging from office support to top-level executives.

CORE COMPETENCIES

Microsoft Excel, Management, Compliance, Auditing.

PROFESSIONAL EXPERIENCE

Business Associate

American Legacy Fishing And Outdoors - May 2014 – 2019

Key Deliverables:

- Successfully developed and executed the accounts receivable processes for the new line of business of outpatient retail pharmacy with an annual revenue cycle of \$16 million.
- Responsible for balancing cash receipts and preparing bank deposits.
- Reconciled bank statements and insurance remittance advices.
- Verified the accuracy of all billing information before electronic adjudication or manual claim submission.
- Worked with third-party payers in re-processing billings and resolving collection issues.
- Assisted Financial Analyst with the customization of various financial reports for month end close.
- Verified and submitted revenue reports to Corporate Accounting to assure accurate and timely month-end close.

Business Associate

VALLEY HOSPITAL - 2011 – 2014

Key Deliverables:

- Supports the Women and Children Family Services department with the day to day operations of the unit.
- Demonstrates ability to multi-task, set priorities, and complete work functions in an accurate, complete and timely manner.
- Responds to patients in a timely manner.
- Follows up with applicable staff/department to address patients needs.
- Helped to increase Patient Satisfaction from 86.5 to 91.3 quarterly.
- Accurately transcribes physicians orders according to Patient Care Services policy and procedure.
- Relays incoming reports, diagnostic/ test results, and messages received to the appropriate staff in an accurate and timely manner..

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EDUCATION

- Bachelor of Science in Business Management - (Indiana Wesleyan University)