

# ROBERT SMITH

## Assistant Medical Collections I

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Responsible for performing various billing functions and utilizing computer knowledge by verifying patients insurance coverage and patient information to process insurance claims as well as performing the following responsibilities and duties.

**DECEMBER 2001 - JANUARY 2004**

### **ASSISTANT MEDICAL COLLECTIONS I - ABC CORPORATION**

- Receives and sorts incoming payments
- Executes appropriate collection activity in accordance with company guidelines.
- Enters patient information into computer and verifies all information is correct
- Performs all data entries and computer functions related to billing and payment procedures.
- Answers questions regarding patient insurance information.
- Performs other related duties as assigned.
- Manages a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

**1996 - 2001**

### **MEDICAL COLLECTIONS - DELTA CORPORATION**

- The office may be a busy facility. The Medical Billing Clerk may have to manage
- a number of projects at one time, and may be interrupted frequently to meet
- the needs and requests of multiple patients.
- The Medical Billing Clerk may find
- the environment to be busy, noisy and will need excellent organizational and
- time and stress management skills to complete the required tasks.
- This is Dummy Description data, Replace with job description relevant to your current role.

## **EDUCATION**

BS

## **SKILLS**

Adaptability to handle changing priorities in a high volume, fast-paced work environment.

