

# ROBERT SMITH

## Business Office Specialist/Executive

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

---

### SUMMARY

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently, and exceeds expectations.

### CORE COMPETENCIES

Microsoft Office, 40 wpm type, 10 key, data entry, filing/record storage, computer, phone soft skills, customer service.

### PROFESSIONAL EXPERIENCE

#### Business Office Specialist/Executive

**ABC Corporation - February 2006 – September 2010**

#### Key Deliverables:

- Prepared schedules for therapists/nurses on a weekly basis.
- Ensured company was in compliance with the Medicare/Government standards for billing.
- Entered incoming and outgoing referrals Managed and checked for accuracy of patients records, doctors orders, and insurance documents.
- Maintained database of patients personal profiles using customized automated systems.
- Organized and assembled start-up care packages for new patients receiving occupational and physical therapy for home health aides.
- Submitted patient orders to doctors for approval to generate insurance reimbursements.
- Submitted and followed-up on insurance claims and completed all edits to ensure claim submissions were compliant with federal and state regulations.

#### Business Office Specialist

**Amedisys Home Health Of Macon - 2005 – 2006**

#### Key Deliverables:

- October 19, 2015 - Present Responsible for the maintenance of patient medical records and data as well as the tracking systems for physicians orders.
- Verify and monitor Medicaid authorizations, approvals and visits.
- Maintain office supply and medical inventory supply and distribution.
- Schedule visits based on patient needs, staff experience and geographic location.
- Assist in the timely and accurate submission of billing and payroll.
- Reason for leaving Currently employed.
- However, I am seeking employment closer to home..

# ROBERT SMITH

## Business Office Specialist/Executive

Phone: (0123)-456-789 | Email: [info@qwikresume.com](mailto:info@qwikresume.com) | Website: [Qwikresume.com](http://Qwikresume.com)

---

### EDUCATION

Bachelor of Arts - (Maple Springs Baptist College)

