

# ROBERT SMITH

## Asst. Claim Representative

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

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### SUMMARY

Throughout academic and professional endeavors, have utilized high aptitude for efficiency, precision and flexibility along with outstanding communication skills to accomplish tasks at the highest level.

### CORE COMPETENCIES

Microsoft Office, Juris, SIR.

### PROFESSIONAL EXPERIENCE

#### Asst. Claim Representative

**ABC Corporation - February 2013 – October 2015**

##### Key Deliverables:

- Managed extensive telephone contact with insurance carriers for claim payment or adjustment.
- Reviewed insurance policies to determine coverage.
- Prepared insurance claim forms and related documents and reviewed for completeness.
- Organized and worked with detailed office records using computers to enter, access, search, and retrieve data.
- Transmitted claims for payment or further investigation.
- Contacted insured or other involved persons to obtain missing information.
- Served as a benefits analyst on behalf of patients, and verified and validated information from employers and insurance companies.

#### Claim Representative

**ABC Corporation - 2012 – 2013**

##### Key Deliverables:

- Handled lost time workers compensation claims which consisted of speaking with the insured, injured worker and medical provider, requiring good customer service skills.
- Made payments and reported to the State as needed.
- This job required good organizational skills.
- Set up independent medical exams, wrote letters, reviewed the medical records for work relatedness, determine if claims are compensable, set incurred values for the claims.
- Set up surveillance, reviewed claims for possible fraud and subrogation.
- Also, negotiated and settled claims.
- This job required familiarity with medical terminology and the Workers Compensation Statute.

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### EDUCATION

Certificate in Medical Billing and Coding - 2005(California School of Technology - Fresno, CA)

