

Robert Smith

Business Office Specialist II

PERSONAL STATEMENT

To obtain a challenging and rewarding position within a growing organization that will allow me to use my training, organizational, interpersonal and customer service skills, as well as offer progressive growth opportunity.

WORK EXPERIENCE

Business Office Specialist II

Amediisys Home Health Care - 2015 - 2019

Responsibilities:

- Provide support for the field clinicians in a variety of areas.
- Input critical medical data insuring accuracy to provide information to clinicians to provide proper patient care.
- Maintenance of patient medical records and data as well as the tracking systems for physicians orders and scheduling orders when received.
- Provide accurate submission of billing codes and data ensuring that payment can be received by insurance companies, Medicare and Medicaid.
- Verify and continuously monitor Medicaid authorizations, approvals, and visits including close auditing of Face to Face forms needed for Medicare billing.
- Maintain office supply and medical inventory supply and distribution.
- Participate in Inventory Control processes.

BUSINESS OFFICE SPECIALIST

AMEDISYS HOME HEALTH - 2011 - 2015

Responsibilities:

- Manage a team of 10+ nursing professionals Carefully selected, developed and retained qualified staff as well as trained new staff.
- Evaluated patient care procedural changes for effectiveness.
- Expertly planned, coordinated and organized nursing staff.
- Implemented standards and methods to measure effectiveness of agency activities.
- Provided thorough supervision for day-to-day operations of facility in accordance with set policies and guidelines.
- Regularly evaluate employee performance, provided feedback of nursing staff as needed.
- Minimized staff turnover through appropriate selection, orientation and leadership..

Education

Real Estate Principals and Practices - (Naugatuck Community College)

CONTACT DETAILS

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

SKILLS

Microsoft Office; AMS2 software; HCHB software; EScripton transcription software; Epic; Telemed on-call software.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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