

Robert Smith

Assistant Claims Resolution Specialist I

PERSONAL STATEMENT

Seeking a challenging position which will allow to diversify organizational skills with accuracy and attention to detail.

WORK EXPERIENCE

Assistant Claims Resolution Specialist I

Blue Cross Blue Shield Of NC - June 2003 - 2020

Responsibilities:

- Provide feedback and status updates of inventory to management daily.
- Identify trends and participate in problem solving with reports and corrected claims data.
- Present and speak to the issues offering solutions and process improvement.
- Develop and maintain document processes to generate reports.
- Completed all task with little to no supervision in timeframe allotted.
- Reviewed all medical insurance claims for resolution and payment Resolve any incoming inquiries or payment denials from insurance providers.
- Reasonable procedure exceptions to accommodate unusual customer requests.

Claims Resolution Specialist

Delta Corporation - 2000 - 2003

Responsibilities:

- Write Medical Appeals for all medical insurance carriers.
- Prioritizing, analyzing & resolving claims, maintaining a high level of customer service, solving existing and new claims, construct work orders.
- Handling service request & customer inquires, confidentiality of credit card information Assist with various dispatch activities, resolve homeowner .
- Use of critical thinking to analyze claim denials Assist insurance companies with claim requests Process claim denials Use of multiple computer .
- Review any billing issues received Call insurance companies regarding bills and payment Update insurance web portals Review EOBs in Centricity and .
- Claims Resolution Professional - Current Gather inventory and reporting inventory on a daily basis Maintain departmental query inventories by gathering claims data by utilizing reporting tools and data.
- This is Dummy Description data, Replace with job description relevant to your current role.

CONTACT DETAILS

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

SKILLS

Microsoft Office, Epic,
Bonafide, CAU,
adaptable to.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Business - 1980(Surry Community College)