

ROBERT SMITH

Medical Collections I

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To utilize skills in the medical field. Experienced with Medisoft, E-Clinical works, Athena Net, Eclipse, Next Gen and EMR'S.

EXPERIENCE

Medical Collections I

ABC Corporation - DECEMBER 2001 - JANUARY 2004

- Refilled Insurance claims when necessary.
- Covered check out when needed in two locations.
- Interfaced with insurance companies and hospitals to obtain vital information to assure proper filing of claims.
- Refilled Insurance claims when necessary.
- Covered check out when needed in two locations.
- Worked for a company that specializes in pain relief mgmt, including Walk-in clinics, Urgent care, ASC facilities.
- Duties included working A/R, correcting clms, adjustments, submitting medical records, writing appeal letters, coding issues, denials, duplicate .

Medical Collections

Delta Corporation - 1997 - 2001

- Call Debtor for pass due medical bills and collect on debt.
- Filed judgments, writs, worked accounts for collections dept.
- Going through patient accounts.
- Calling for payments/to set up a payment plan.
- Review patient data and follow hipaa policies.
- logging down all calls made and received etc..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Basic Studies - 1976(Boca Ciega High - Gulfport, FL)

SKILLS

Excellent communication and interpersonal , strong.