

Robert Smith

Claims Resolution Specialist

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Seeking a position where can utilize experience, education, and training while making a positive contribution to the organization.

SKILLS

Customer Service Representative, Microsoft Word, Microsoft Outlook.

WORK EXPERIENCE

Claims Resolution Specialist

ABC Corporation - March 2016 - June 2016

- Set up monthly payment plans for patients unable to pay their balance in full.
- Monitor patient credit balances for refunds and give to the Billing Manager for approval.
- Mail refund checks and enter information into the Notes section in patients account.
- Provide excellent customer service by quickly communicating accurate billing information.
- Effectively prioritizing daily billing operations to ensure customers needs are addressed promptly and with proper resolution.
- Identify, research and resolve customers billing issues Performs other duties as assigned.
- Processed and paid correctly Reviewing, correcting, and appealing unpaid and denied claims Daily Electronic and paper claim submission Answering patients billing questions via inbound telephone calls.

Claims Resolution Specialist

Delta Corporation - 2013 - 2016

- Experience with Inpatient, Outpatient and Observation claims, Appeals, Medical record requests, Contract Interpretation and application to claims, .
- Familiar with Insurance rules, regulations and stall tactics with aggressive collection experience.
- Excellent documentation skills and attention to details.
- New Jersey (Dermatology) Examine unpaid and rejected claims to determine reasons for rejection and non-payment Review and investigate claims and .
- Review claim forms and documents for accuracy Resolved unsettled claims by obtaining missing information, file for completion Committed to and .
- Work directly with insurance companies, healthcare providers, and patients to get claims processed and paid correctly Reviewing, correcting, and appealing unpaid and denied claims Daily Electronic and paper claim submission Answering patients billing questions via inbound telephone calls.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Associate of Science in X-Ray Technician and Medical Assistant - (Heritage Institute - Fort Myers, FL)