

Robert Smith

Lead Payment Poster

PERSONAL STATEMENT

Highly-motivated, upbeat professional with 7+ years' successful track record of managing general office operations. Demonstrated expertise in performing a diverse range of front desk tasks. Great people skills with a profound ability to handle multiple tasks simultaneously. A detail-oriented professional who has excellent secretarial capabilities and well-versed in the use of computers. Good communicator with sound judgment, keen eye to detail and flexible nature.

WORK EXPERIENCE

Lead Payment Poster

UCI Medical Affiliates - June 2008 - 2019

Responsibilities:

- Knowledgeable with all insurances; Medicare, Medicaid, Tricare, Workers Comp, and commercial insurances.
- Provides customer service to any patients that may need assistance.
- Recognizes CPT and ICD-10 codes Audit missing lab charges.
- Provides reductions, itemized billing, and medical records to attorneys for client bills.
- Manually posts all insurance and patient payments.
- Processes insurance and patient refunds.
- Handles incoming call regarding patient accounts, filing and data entry of patient insurance information.

Payment Poster

Center For Digestive Health - 2007 - 2008

Responsibilities:

- Manage daily and monthly balancing of multiple clients.
- Line itemized posting of payments and adjustments for multiple insurance companies.
- Strong computer skills.
- Ability to work within daily, weekly, and monthly deadlines.
- Good communication skills.
- 10-key by touch and 12,000 KPM.
- Process and post cash, credit card, and check payments to various patient accounts.

Education

Culinary Arts - (Johnson & Wales University - Charlotte, NC)

CONTACT DETAILS

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

SKILLS

Management, MS Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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