

# ROBERT SMITH

## Insurance Claims Specialist/Consultant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Efficient medical Administrative Assistant skilled in tackling administrative and patient-oriented tasks in a fast paced environment and Billing Medical Receptionist with over 5 years experience in a private medical office.

### CORE COMPETENCIES

Claims Executive, Claims Analyst.

### PROFESSIONAL EXPERIENCE

#### Insurance Claims Specialist/Consultant

**ABC Corporation - March 2013 – May 2014**

##### Key Deliverables:

- Accurately determines investor guidelines and processes claims by reviewing and evaluating loan documentation.
- Replaces damaged/lost items by reviewing repair contracts, estimates and documentation received from homeowners.
- Documents the nature and scope of the claims.
- Promptly responds to member/inspection service and authorized third party inquiries regarding their insurance claims.
- Authorizes and processes repair fund releases.
- Requests reports of selected accounts for review, processing and remittance to insurance companies.
- Effectively responds to all billing and payment issues.

#### Insurance Claims Specialist

**Medical Reimbursement Of America - 2009 – 2013**

##### Key Deliverables:

- Investigates and coordinates no-fault benefits for accident claims from auto, home or other liability insurance policies.
- Accurately and quickly resolves accounts.
- Researches and reviews accident claims.
- Contacts patients and insurance representatives.
- Maintains proper account documentation.
- Completes special reports, checklist audits and denial reports..
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

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Bachelor of Arts - (UNIVERSITY of TEXAS - Arlington, TX)

