

ROBERT SMITH

Medical Collections II

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SUMMARY

Career goal is working in a medical office environment providing assistance to patients and Team members. Organizing, billing, collections, insurance claims, Pre Registration and a variety of other office needs.

SKILLS

AMA 2010 ICD-CM Volume 1, 2 &3 AMA 2010 CPT Professional Editions, Bureau link Hogan Lotus Word Pro Lexis Nexis Fast data 10 Key AS4000 , EBur , Dialer, IVR Entry.

WORK EXPERIENCE

Medical Collections II

Buisness And Professional - September 2012 – 2020

- Collected payment on the overdue bills.
- Greated communication with my clients which lead to alot of paid off accounts.
- Used Excellent customer service skills, telephone and computer skills , collection regulations and skip tracing skills, multi task,.
- Utilized various collection strategies and methodologies to contact consumers in order to negotiate payment in full or payment arrangements on debt.
- Collected on medical bills that the insurance has already paid and the patients or liable for and also make suitable arrangements.
- Looked for insurance on patients accounts that needs to be applied.
- Assigned claims for bad debt agency.

Medical Collections

Delta Corporation - 2009 – 2012

- Payment posting, medical collections, patient collections, medicare collections, insurance verification.
- Contact clients about overdue bills and accounts.
- This is mainly done via telephone contact; however, use of the postal system
- may be required if there are no telephone numbers available for the client.
- Since people have many varying financial situations, offer lower interest payments, payment assistance or create individually tailored payment plans unique to a persons financial situation in order to facilitate payment.
- After agreeing to pay, the collector notes the payment agreement and passes it on to his or her supervisor.
- However, if the client refuses to pay or refuses to answer communication attempts, the medical collector can resort to other means.

SCHOLASTICS

- Associate in Vision Care Tech - August 2016(St Philip's College - San Antonio, TX)