

Robert Smith

Business Services Coordinator

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SUMMARY

To professionally and efficiently gain employment within a positive work environment providing the potential for advancement opportunities and the ability to gain additional experience.

SKILLS

Customer Service, Training, Clerical, Management, Banking, Phones, Organizational, Microsoft Office, Typing, Filing.

WORK EXPERIENCE

Business Services Coordinator

ABC Corporation - November 2013 - October 2015

- Responsible for ensuring accurate and compliant billing of all hospital and clinic charges.
- Primary liaison with all department heads, physicians and administrators within the facility on charges and coding.
- Contact for patient and physician billing problems.
- Experience in healthcare billing and collection follow-up.
- Obtained insurance authorization for radiology and OR procedures.
- Assisted with case and file maintenance to ensure up to date case comments in calwin and rescare works database.
- Communicated with all participants to ensure positive partnership and participant relations.

Business Services Coordinator

Delta Corporation - 2008 - 2013

- Financial management of unit-managed division contracts and grants using general and subsidiary ledger accounting Generated and tracked precisely.
- Build strategic relationships with businesses, city agencies, and developers through frequent visits, outreach, and communication Coordinates.
- Served as a daily primary point for inside and outside sales executives Assisted with order inquiries, re-scheduling, missed calls and installation.
- Coordinate the Accounts Payable invoice verification process involving the NC DHHS Health, Statistics, and vital records section.
- Within this division a number of duties are involved; certification motor fuels travel logs and individual travel logs.
- Complete various reports, budget actions, and fixed assets, and helping to certify 15 grants for the Health Statistics and vital records section.
- Executive Assistant to Associate Provost Responsible for the daily operations of the Office of Enrollment Management which includes, but not limited.

EDUCATION

certification in Studer Customer Service Training - (AMERICAN ACADEMY of PROFESSIONAL CODERS)