

ROBERT SMITH

Sr. Benefits Counselor

info@qwikresume.com | <https://Qwikresume.com>

Medical billing experience with a strong knowledge of medical terminology, ICD-10 and CPT coding. Proficient in a variety of practice management systems, report creation and data posting.

FEBRUARY 2012 - 2020

SR. BENEFITS COUNSELOR - WAL-MART STORES, INC

- Reach out to uninsured and obtain all demographics with up to date information to assist with enrollment linkage into the affordable health plans.
- Schedule one on one to educate the patients about affordable coverage options available to them.
- Prepare statistics on billable and non-billable services for Executive Management.
- Created new appointments, answered incoming calls, confirmed patient appointments and managed patient flow during practice hours.
- Collected co-pays, deductibles, and balanced daily financial cash logs.
- Acquired insurance authorizations for procedures and tests ordered by the attending physician.
- Provided administrative support for physicians, minimizing patient wait time.

2007 - 2012

BENEFITS COUNSELOR - ABC CORPORATION

- Interviewed, counseled, and completed forms to assist veterans and/or their dependents in filing for any federal, state or county benefits.
- Determined eligibility for county burial benefits.
- Prepared appeals regarding denied claims.
- Assisted veterans/dependents in obtaining information regarding their claim when claimant is unable to do so.
- Evaluated and determined validity of claim by reviewing legislation, regulations and precedents, and by studying veterans medical reports and service history.
- Assisted veterans who have psychological problems in scheduling appointments for appropriate help..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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SKILLS

Microsoft Office, Administrative Support, Filing, Receptionist.