

ROBERT SMITH

Jr. Payment Poster

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SUMMARY

Over 10 years of Accounts Receivable experience as well as Over 10years in Customer Service experience with also over 1 year in Healthcare experience. Highly efficient and competent with a good eye for detail. A quick learner who can absorb new ideas, communicate clearly/effectively, and also able to work with minimum supervision. Also to obtain a position in an effort to utilize the Customer Relations and Data Entry experience that currently possess, thus enabling to aid as an asset.

SKILLS

Management, Organizing.

WORK EXPERIENCE

Jr. Payment Poster

ABC Corporation - May 2014 – February 2015

- Processed contract and maintenance statements, custodial documents, and running the various reports i.e daily, weekly, monthly, commissions, low balance, zero balance, discounts, and UAC reports.
- Handled incoming calls and correspondence from corporate clients.
- Compiled information about new accounts, enter account information into computers, and file related forms or other documents.
- Investigated and corrected errors upon customers request, according to customer and bank records.
- Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Reconciled or noted and report discrepancies found in records.
- Coded documents according to company procedures.

Payment Poster

ABC Corporation - 2011 – 2014

- Handle various parts of the accounting cycle including opening, posting entries, and closing of accounts prior to month end balancing via AdvantX Research and analyze financial payments to ensure the payment and discount is in compliance with the insurance contracts based on the CPT and DX codes.
- Month end reconciliation of all payments, adjustments and corrections for the current month.
- Act as a back up to the Business Office Manager for balancing the cash log monthly.
- Perform other financial tasks as per requirements Appeal to insurance company for underpayments Research and re-file denied claims Refund patient and insurance overpayments/18 month credit balance review Insurance verification/Precertification/Workers Comp.
- Authorization Answer multi-line phone Speak to patients over the phone and in person regarding general questions and/or bills.

- Assist with scheduling surgeries and procedures Assist co-workers with learning new techniques and assist with problem accounts.
- Provide direction and is knowledgeable in all aspects of business office functions Work with other employees to ensure smooth and efficient flow of patients throughout the center..

SCHOLASTICS

- BS in General Studies - 2014(University of Maryland - Adelphi, MD)