

Jr.Business Office Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking for a position that utilizes experience with strong organization skills, time management, customer satisfaction, clerical skills, and marketing.

Skills

Leadership, Management Skills, Microsoft, Punctual, Security.

Work Experience

Jr.Business Office Specialist

ABC Corporation - January 2015 – March 2015

- Help our clinicians focus on patient care by providing them the support they need in a variety of areas.
- Responsible for performance and accuracy of data input.
- Maintenance of patient medical records and data as well as the tracking systems for physicians orders.
- Participate and work in a collaborative manner to assists in the timely and accurate submission of billing and payroll.
- Verify and continuously monitor Medicaid authorizations, approvals, and visits.
- Maintain office supply and medical inventory supply and distribution.
- Participate in inventory control processes.

Business Office Specialist

ABC Corporation - 2012 – 2015

- Analyze credit data and financial statements to determine the degree of risk involved in extending credit or lending money.
- Review individual or commercial customer files to identify and select delinquent accounts for collection.
- Confer with credit association and other business representatives to exchange credit information.
- Arrange for debt repayment or establish repayment schedules, based on customers financial situations.
- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Sort and file correspondence.
- Perform clerical duties such as answering correspondence and writing reports..

Education

General Education - 2008(Proviso West High School - Hillside, IL)