

ROBERT SMITH

Assistant Business Office Manager II

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Highly motivated Business Office Manager looking to continue to utilize expertise in the medical billing industry to increase collections and reduce DSO and aging.

MAY 2013 - JANUARY 2014

ASSISTANT BUSINESS OFFICE MANAGER II - ABC CORPORATION

- Participated in community planning related to interests of the facility and the services and needs of the resident and family.
- Provided consultation to members of staff, community agencies in efforts to solve the needs and problems of the resident through the development of social service programs.
- Encouraged the resident/family to participate in the development and review of his/her plan of care.
- Assisted in making appointments as well as escorting residents to their appointments.
- Scheduled care plan conferences.
- Conducted quarterly elopement drills.
- Decreased our A/R aging amount by more than 50% within the first 2 months of employment.

2010 - 2013

ASSISTANT BUSINESS OFFICE MANAGER - DELTA CORPORATION

- Assist in the business office in a support capacity within the facility and comply with policies and procedures as outlined in the Business Office .
- Manage resident trust accounts and balance facility petty cash.
- Collect payment for private pay residents, bill Tennessee Medicaid, and process payments for consolidated billing.
- Customer service, billing, cash collections, denials/appeals and all other duties as assigned.
- Cash collection goals met each month; bad debt reduction, timely collection on outstanding charges.
- Skills Used Customer service.
- Duties Included Payroll, A/P, assisting Manager with Office Processes as assigned.

EDUCATION

- 2014(Northern Kentucky University (College of Social Work))

SKILLS

Organizational skills, IT skills.