

# Robert Smith

## Assistant Medical Collections

### PERSONAL STATEMENT

Excellent customer service skills, 3-4 years of hospital or infusion collection experience, Proactive thinker, multi-tasker and detailed oriented.

### WORK EXPERIENCE

#### **Assistant Medical Collections**

**ABC Corporation - December 2001 - January 2004**

##### *Responsibilities:*

- Called/followed up with customer/clients for missing documents and/or payments Facilitated the organization of paperwork required for the processing .
- Followed up with insurance companies to ensure proper payment(s) and accuracy of billing Audited of client chart and insurance accounts to ensure .
- Resolved discrepancies and prepares adjustments and refunds as necessary.
- Coordinated collection agency communication.
- Responsible for inpatient collections on outstanding balances, posting payments, auditing accounts for accuracy, researching denials and .
- Answered inbound and made outbound calls to consumers with delinquent balances.
- Applied payments from Medicare to patient accounts.

#### **Medical Collections**

**Delta Corporation - 1996 - 2001**

##### *Responsibilities:*

- Collect medical debts and, speak with lawyers and insurance companys.
- In 10 months brought in \$110,000.
- Skills Used Determination, the gift to gab.
- Inbound and Outbound call.
- Statement and invoices preparing for private and medical insurance clients.
- Setting up payment arrangements to bring account current.
- Met goal within 30 Days.

### Education

BS In Electronic Engineering - (Pratt Institute - Brooklyn, NY)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Medical billing,  
Judgments, Writs, All  
receptionist duties.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)