

ROBERT SMITH

Insurance Claims Specialist/Analyst

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Accomplished professional interested in continuing working in areas to promote efficiencies, cost effectiveness in an Business office department Dynamic professional motivated, self starter, analytical and detailed oriented. With excellent organizational, communication and decision making skills, Value customer satisfaction and relationships. Excellent project management with high level of electronic proficiency.

EXPERIENCE

Insurance Claims Specialist/Analyst

ABC Corporation - FEBRUARY 2013 - APRIL 2015

- Responsible for patient billing, collections, and accounts receivable activity for all payor sources, including all SHI activities in accordance with established policies and procedures.
- Ensures that payments from all payor sources are posted timely and accurately.
- Reviews the aging reports and ensures appropriate follows-up for past due claims.
- Payors shall include Primary, Secondary, Self-Pay, and if appropriate filing of Probate as directed by Management.
- Prepares monthly billing Patient Care Data Bases for all Payor Sources.
- Reviews all payor sources monthly billing registers and underlying supplementary data for accuracy.
- Ensures that all electronic and paper billing to all payor sources is submitted timely.

Insurance Claims Specialist

ABC Corporation - 2012 - 2013

- Served as a resource in the resolution of complex problems and issues regarding property damage claims.
- In addition I provided technical training, direction and quality feedback to team members.
- Monitored workflow distribution to team and became active when volume required.
- In addition, I assisted with the revision of processes and procedures.
- Also, communicated with clients, customers and other business partners to drive operational excellence.
- Finally, I impacted employees, team and departmental morale, engagement and performance in a positive manner..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Vocational in Information Management - (Broward Community College)

SKILLS

Computer Literate, Quickbooks, Macola, Peachtree, Bilingual Eng/Spanish, International Accounting.