

ROBERT SMITH

Claims Service Assistant/Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a position as a Medical Biller with a professional organization that will benefit from the initiative, capabilities, and positive work ethic, offering opportunities for higher levels of advancement and increased decision-making responsibilities.

CORE COMPETENCIES

Case Management, Avid Customer Service , Familiarity with Community Resources.

PROFESSIONAL EXPERIENCE

Claims Service Assistant/Manager

ABC Corporation - 2007 – 2012

Key Deliverables:

- Scheduler to Auto Claims central Assistant to Management in Auto claims Handling agent and customer calls, Attorneys offices, and other insurance carriers in and outbound.
- Working in a fast pace environment highly and effectively to communicate with team and staff to complete assigned duties.
- Management reports for individuals as well as the teams in Auto Claims for performance reviews entered data and ran and prepared documents.
- Recorded Statements filing in chronological order, numerical order by region and color, for claims files and proper documentation.
- Mail circulation to Auto Claims Central to teams and management.
- Ordered police reports and Input the information in claim database for Claim Representative Entering provider payments into the internal database.
- Respond to incoming calls and began the loss report process; responsible for assuring claims were assigned to the appropriate parties Provide.

Claims Service Assistant

Delta Corporation - 2004 – 2008

Key Deliverables:

- Demonstrating an understanding of the various Auto and Fire segments in order to answer calls and route customers efficiently to the appropriate.
- Performs various routine duties in direct support of associates involved in the handling of claims; assists claim handlers by setting up file claims.
- Processes claims within the states of Georgia and Alabama using ECS and Copart websites and navigate the system to track and locate Power of Attorney.
- Assists Claim Representatives by setting up claim files, filing correspondence and other materials related to the claim file as directed Operates a.
- Assignment of claims to inside adjusters as well as outside vendors -Review and auditing of auto and property estimates for payment -Cooperative work-.

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- signing and mailing drafts and estimates, ordering police reports and tag searches
Processed high volumes of Fed Ex Overnight documents to policy.
- Scheduling proper staffing for phone tasks and meetings to Auto Claims.

EDUCATION

High school Diploma in four years - (Bakersfield College)

