

Insurance Claims Specialist

ROBERT SMITH

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

Objective

Experienced Medical Biller exhaustively thorough, complete detailed investigation skills, eager and able to serve clients in a conscientious and pleasant manner. Outstanding oral & written communication skills. Extensive knowledge of Data Entry, Inventory and multi-line telephone systems.

Skills

Drawing Blood, Specimen Collection, Urinalysis, Appointment scheduling, Answering Phones, Answering Phones, Billing & Coding, Epic, Insurance Verification, Auditing.

Work Experience

Insurance Claims Specialist

ABC Corporation - February 2000 - October 2003

- Reconciled insurance general ledger account to the balance owed insurance companies.
- Made monthly payments to an insurance company for premiums due.
- Processed loan payments for disability and death claims.
- Performed maintenance on client accounts, this included applying for payment correctly to interest and principal.
- Reconciled indirect dealer accounts and gave the information to Accounts Payable so they could correctly process the payments.
- Suggested using ACH function to save time and money on processing indirect dealer accounts.
- Responsible for addressing inbound questions and concerns for customers regarding Insurance Claims Address administration questions.

Insurance Claims Specialist

ABC Corporation - 1995 - 2000

- Initiate communication with physicians offices ,insurance companies, and patients to resolve billing issues.
- Perform follow-up procedures on claims by contacting insurance carriers via website or telephone.
- Work outstanding balance reports to determine cause.
- Complete and submit insurance forms to process denied and unpaid claims as required by third party payers.
- Correct invalid CPT and ICD-9 codes on insurance claims Research claim denials.
- Answer phone calls from physician, clients, and patients.
- Respond to letters from insurance companies..

Education

Masters in Accounting - (Baker College Flint - Flint, MI)