

ROBERT SMITH

Jr. Business Services Coordinator

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Phone: (0123)-456-789

SUMMARY

Highly qualified Business Services Coordinator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and the collaborative environment on which your company prides itself.

SKILLS

Microsoft Office, Fax, Filing, Filing, Ultipro, Copier, Typing 65 WPM, Eaglesoft, CPR Certified, PBX, McKesson, Medical Terminology.

WORK EXPERIENCE

Jr. Business Services Coordinator

ABC Corporation - June 2003 – January 2007

- Processed patients paperwork for admissions.
- Trained new hire volunteers in the McKesson program.
- Trained new employees and acted as interim Team Lead.
- Billed and verified Medicaid, Blue Cross Blue Shield, UnitedHealth Care, and Christus Health insurances.
- Completed 60 and 90 day failed bill reports.
- Obtained authorization and pre-certification numbers for procedures.
- Collected deductibles and co-insurance payments.

Business Services Coordinator

Delta Corporation - 2000 – 2003

- Provide information to the general public pertaining to titling, licensing, driver license services, liability insurance, and safety/emissions.
- Respond to inquiries via phone and e-mail.
- Solve problems, interpret and evaluate informational data and prepare reports.
- Draft contracts for a variety of services including resident rotations, faculty consulting, off-site clinical work, and others Manage contract.
- Managed a variety of account expenditures; maintained and reconciled budgets for various accounts; advised and/or determined which expenditures were .
- Reviewed, approved and prepared financial reports; high audit risk expenses and other fiscal records in accordance with federal, state.
- Processed budget and expenditure transfers; identified areas of non-compliance and recommended remedial action.

SCHOLASTICS

- Some college in Office Adm and Rad. Technology - 1992(Lamar Institute of Technology - Beaumont, TX)