

Network Development/ Trainer/Prior Authorization Coordinator/ Contract Administrator Network Development/ Trainer/Prior Authorization Coordinator/ Contract Administrator Network Development/ Trainer/Prior Authorization Coordinator/ Contract Administrator - Liberator Medical Supply Port Saint Lucie, FL Work Experience Network Development/ Trainer/Prior Authorization Coordinator/ Contract Administrator Liberator Medical Supply - Stuart, FL July 2012 to Present

Obtained and negotiated contracts with commercial insurances    Create Rate comparison charts

Read through and determine important information from payer bulletins    Complete credentialing applications for all Health plans    Maintain and track required credentialing documents    Identified and corrected any errors made by the Insurance verification department from the previous day

Obtained and negotiated out of network authorizations while also negotiating rates to ensure profitability for patients who are unable to find a contracted provider    Managed quality assurance for any insurance verifications that were sent to data entry    Identified and corrected problems with difficult accounts    Create and implemented training material    Coached and developed new hires on departmental training    Maintained various reporting for departmental needs    Created specialized reporting to determine grand profit margin on out of network authorizations    Discharge letter acquisition for the Insurance verification Home Health department Phelbotomist Florida Blood Centers - Port Saint Lucie, FL December 2011 to July 2012 Donor Services    Register Donors into computer system    Screen Donor to see if they are healthy enough to donate blood    Draw Donors blood and check bag that labeled properly Handled insurance verification and data entry Liberator Medical Supply - Stuart, FL February 2011 to December 2011 Stuart, FL Insurance Verification - Billing Department    Verify insurance for HMO, PPO, Medicare and Medicaid    Contact Home Health Care Facility's for discharge paperwork    Answer patients questions about their insurance

Obtained Prior authorizations    Handled insurance verification and data entry for all Professional Relations Division leads Accounts Receivable Clerk Sepherion Staffing - Port Saint Lucie, FL November 2009 to November 2010 Liberty Medical Supply - RCM Department    Problem solving when patients have a discrepancy    Answer high volume of phone calls    Transfer calls to the appropriate department    Process credit and checks payments over the phone Education Diploma

in Medical Hunter Business School - Levittown, NY 2005 to 2007 Diploma Lindenhurst Senior high School - Lindenhurst, NY 1998 to 2002 Certifications/Licenses Driver's License Additional Information Mature self-starter with excellent communication skills Ability to interact with individuals of all backgrounds Quick to learn and retain new concepts with an sharp eye toward detail A flexible team player and equally effective working independently Ability to prioritize and remain focused on the essence of an issue Excellent with customer support services Skilled at learning new concepts quickly while working well under pressure

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