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| Monika Tobolski 70 Eastshore Blvd, Burlington, CT 06013  860-673-5489 860-877-5055  monika\_t30@hotmail.com | | | | |
| overview | | | | |
|  | A highly motivated Credit, A/R, A/P, and Collections professional with a verifiable record of accomplishment spanning over 10 years. Highly creative, results-oriented and solution-focused individual.  Areas of strength include: | | | |
| Problem Collections  Knowledge of Medicare, Medicaid  Appealing claims  Organizational Skills  Computer Literacy   * Work as Team Player * Expert knowledge of managed care | Accounts Receivable  Legal Aspects of Collections  Communication Skills  Time Management Skills   * Research Abilities * Claims Actuaries * ICD-9 and CPT-4 knowledge * Claims auditing experience | | |
| education | | | | |
|  | Medical/Dental Office Specialist | | | 1997 |
|  | Data Institute, East Hartford  GPA: 3.9 | | | |
| computer skills | | | | |
|  | Internet, Windows operating systems  MS Word, MS Excel, MS Outlook  SSimed  System backup | | | |
| PROFESSIONAL EXPERIENCE | | | | |
|  | Claims Specialist | | 2002 - 2011 | |
| Bristol Radiology Associates  Full charge processing of all accounts receivable   * Establish customer credit lines and set up credit accounts with vendors * Initiating daily financial reports * Investigates and appeals denied claims * Managing monthly closing reports * Correcting direct billing edits * Handling credit balances * Managing insurance and provider websites * Access system support for technical related issues * Worked with major insurances such as UnitedHelathcare, Evercare, Community and State, Cigna * Interpreting Medicare fee schedules and reimbursement policies   **Collections Specialist** 1999 - 2002  *Koch Eye Associates*  Posting payments  An acting liaison between the provider and the insurance companies | | | |
| Accomplishments | | | | |
|  | * Wrote credit policy and procedure manual for the department * Trains other team members on new policies and procedures * Performing audits of satellite offices | | | |
| references | | | | |
|  | Promptly furnished upon request. | | | | |