Elaine Casey

80 Brush Hill Ave.

Unit 73

West Springfield, MA 01089

413 732-8468

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Objective:

Insurance Billing Receivable/Payable Specialist

Skills Profile:

* Team Player
* Experience with IDX, Meditech, and Epic software
* Experience with filing and organizational skills
* Experience in HIPPA rules and regulations
* Ability to take accurate phone messages and deliver messages promptly
* Good customer-relations background
* Meeting goals and deadlines
* Patient registration
* Billing to all insurance carriers both manually and electronically
* Collection of outstanding balances
* Resolving all denied claims to process for payment
* Knowledge of required information on HCFA 1500 forms
* Patient/customer service and communication skills
* Knowledge of insurance websites and tools
* Data Entry
* Monthly billing statements of all accounts in arrears
* Posting insurance payments
* Work independently and as a team player
* Problem solving
* Recognizing IT issues to be corrected in the system
* Patient Statements

Employment History

Noble Hospital 04-2012 thru 06-2012

West Silver St.

Westfield, Ma

Sr. Billing Clerk

Riverbend Medical Group

Agawam, Ma

Insurance Billing Receivable Specialist 2003-2011

Baystate Medical Center 2002-2003

Springfield, Ma

Coding Assistant

Riverbend Medical Group 1993-2001

Chicopee, Ma

Pharmacy Technician

Riverbend Medical Group 1989-1993

Agawam, Ma

Billing Clerk/Business Office

Family Care Medical Center 1984-1989

Springfield, Ma

Billing/Collections Clerk

Education

High School Graduate

Commerce High School

Business Courses

Springfield, Ma 1977 Graduate

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References

Joe Elliott

(413) 244-5818

Mary Keough

(413) 731-6995

Dawn Davis

(413) 478-3454

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