Leviticus Boyce

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Desoto, TX 75115

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# Personal Summary

Outgoing and energetic individual with positive attitude. Self-starter with the ability to maintain confidentiality. Willingness to learn, reliable, considerate, and strong attention to detail. Extremely flexible and eager.

# EXPERIENCE

**Prime Therapeutics, Irving Tx**

Insurance Verification Specialist

November 2017 – April 2018

* Receives incoming requests for information and responds to requests by opening mail, assisting walk-ins and telephone inquiries, and retrieving facsimile inquiries in a timely manner.
* Verifying benefits, running test claims for prescription medications for mail order pharmacy and communicating with patients and insurance companies
* Completes release of information requests including retrieving patients medical charts and returning charts, copying/scanning medical records accurately and correctly, according to requests, established procedures, and established standards of quality and productivity; and electronically transmits medical record to processing operations.

**Ciox Health, Dallas Tx**

Medical and Billing Processor (ROI)

January 2017 - October 2017

* Receives incoming requests for information and responds to requests by opening mail, assisting walk-ins and telephone inquiries, and retrieving facsimile inquiries in a timely manner.
* Validates requests and authorizations for release of medical information according to established procedures and HIPAA guidelines.
* Completes release of information requests including retrieving patients medical charts and returning charts, copying/scanning medical records accurately and correctly, according to requests, established procedures, and established standards of quality and productivity; and electronically transmits medical record to processing operations.

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## Nova Medical Center, Duncanville, Tx

Verification Specialist

January 2015 – December 2016

* Verifying benefits
* Medical billing
* Calling insurance plans
* Reimbursement functions
* Collected, posted, and managed patient accounts
* Maintain currency on coding, sequencing and procedures

## Connextions, Irving, Tx

Insurance Verification

December 2013 – December 2014

* Verifying insurance coverage/benefits
* Calling insurance plans
* Responsible for reimbursement functions
* Payment posting, appeals, collection activity

## Retina Specialist, Desoto, Tx

Insurance Verification Specialist

January 2011 – November 2013

* Pulling medical and vision insurance
* Filing insurance
* Verifying coverage
* Medical billing
* Copays/deductibles

**Chase Mortgage, Irving, Tx -** *Loan Processor*

July 2010 - December 2010

* Ensured all files were complete prior to underwriting hand-off and coordinated effectively with title companies to ensure smooth closings.
* Processed challenging loan applications
* Analyzed financial statements, production reports, tax returns, and credit documentation for accuracy and compliance for investor guidelines

# EDUCATION

## Desoto High School , Desoto, Tx*- Diploma*

August 2008 - June 2010

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