**Ashanti Childs**

**childs998@gmail.com**

**9032795586**

Work Experience

**Insurance Verification Representative**

NRS - Tyler, TX

January 2018 to Present

* Verifying patient insurance coverage
* Study patients’ scanned record and input all information relating to insurance coverage
* Take and verify all patients’ demographic information
* Reviewed and resolved discrepancies in received data and performed data verification routines in accordance with company procedures

**Office Assistant**

Christus Trinity Mother Frances Hospitals and Clinics - Tyler, TX

March 2016 to July 2017

* Greeted persons entering establishment, determined nature and purpose of visit, and directed or escorted them to specific destinations.
* Operated telephone switchboard, taking messages, and scheduling appointments.
* Provided information about establishment, such as location of departments or offices, employees within the organization, or services provided.
* Maintained and updated appointment calendars.
* Received payment and recorded receipts for services.

**Patient Account Representative**

Fresenius Medical Care - Tyler, TX

October 2015 to February 2016

* Generate and analyze reports and work lists in the identification and resolution of routine errors and issues, including but not limited to: bills, claims and payments.
* Assist with various projects as assigned by direct supervisor.
* Routinely review all claims that have been entered into the system within your designated insurance group.
* Contact third party payers by telephone or online that have failed to make
* appropriate payments with follow up correspondence (or fax), as indicated.
* Demonstrates good judgment in respecting the confidentiality of patient and employee
* information.

**Education**

**High School Diploma**

Robert E Lee High School - Tyler, TX

August 2007 to June 2011

**Medical Office Management**

Tyler Junior College - Tyler, TX

August 2015