**Kanesha Davis**

**1003 Galloway Ave**

**Dallas, TX 75216**

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I am a result oriented professional with a team player attitude, self-motivated, confident and possess an ownership work ethic. I enjoy analyzing issues and finding a viable solution. I can multi-task and work independently to meet deadlines with a consciousness to detail and excellent customer service. I have over 10 years of successful work history within Medical Billing and Claims Management.

***2017- Present J and K Medical Billing Company--***

* Reconciled Account Receivable for various hospital claims
* Worked closely with insurance adjustor to assure claims processed according to contractual agreements
* Reviewed and interpreted medical contracts for billing accuracy
* Contacted patients regarding past due and collections issues
* Adjusted accounts per insurance EOB with a production of 80 accounts daily.

***2015-2017 Multiplan Claims Negotiator***-

* Recruited out of network insurance providers
* Negotiated discounted rates between patient and clinic
* Posted and Adjusted EOB payment
* Maintain office decorum

**2009-2015 Concentra Billing Office**-

* Set up in company data base corporate wide billing contracts
* Disputed claims that were billed incorrectly,
* Designed and generate a workflow to maximum work efficiency
* Maintain account receivable for various states
* Adjusted accounts per insurance EOB.
* Followed up with patients regarding statement and collections of past due balances
* Posted Insurance and patient payments
* Production of 60 accounts daily.

**References available upon request**