

# Joseph Mosley

**Healthcare guru, ambitious, diligent, reliable, motivated, team player**

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Joseph-Mosley/dea8448ae17bc31f](https://www.indeed.com/r/Joseph-Mosley/dea8448ae17bc31f)

Answered inbound calls

- Adjusted and problem solved medical claims and billing inquiries
- Assisted in locating physicians for members
- Quoted medical benefits for members
- Provided and signed up members with primary care physicians
- Took premium payments for patients medical insurance
- Provided referrals, pre-authorizations and Hipaa forms for members..... The kind of work the I am interested in would be the healthcare/insurance industry. This field is where I can utilize my skills and background experience.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Fashion Stylist & Consultant**

Self-Employed - 2009 to 2015

### **Enrollment Specialist**

Anthem Blue Cross Blue Shield - 2007 to 2009

### **Care Management Associate**

Aetna Insurance - 2004 to 2006

### **Patient Service Representative**

Pennsylvania Hospital of Philadelphia - 2003 to 2004

### **Patient Service Representative**

University of Pennsylvania Hospital - 1998 to 2003

### **Member Service Representative**

Independence Blue Cross - 2015

## EDUCATION

### **BA in Health Care Management**

University of Phoenix - Philadelphia, PA  
2011 to 2015

## SKILLS

Microsoft, excel, (3 years)

## CERTIFICATIONS

### **Healthcare Administration**

June 2003 to Present