1. Assured timely verification of insurance benefits prior to patient procedures or appointments.
2. Determined appropriateness of payers to protect organization and minimize risk.
3. Verified client information by analyzing existing evidence on file.
4. Observed strict procedures to protect sensitive patient information, including medical records and payment data.
5. Resubmitted claims after editing or denial to achieve financial targets and reduce outstanding debt.
6. Accurately inputted all patient and insurance information into company's computer system using [Software].
7. Maintained strong knowledge of basic medical terminology to better understand services and procedures.
8. Made contact with insurance carriers to discuss policies and individual patient benefits.
9. Reviewed [Number] patient cases per week and verified insurance coverage information.
10. Posted payments to accounts and maintained records.
11. Collaborated with [department or management] to achieve [result].
12. Offered friendly and efficient service to all customers, handled challenging situations with ease.
13. Processed [Number] invoices each [Timeframe] and mailed documentation to clients.
14. Completed minor preventative maintenance and mechanical repairs on equipment.
15. Exceeded goals through effective task prioritization and great work ethic.
16. Served customers in a friendly, efficient manner following outlined steps of service.
17. Adhered to social distancing protocols and wore mask or face shield at all times.
18. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
19. Used coordination and planning skills to achieve results according to schedule.
20. Resolved conflicts and negotiated mutually beneficial agreements between parties.