1. Presented insurance options to customers in order to close sales on new policies.
2. Maintained confidentiality of patient finances, records and health statuses.
3. Communicated effectively with staff, including members of operations, finance and clinical departments.
4. Coordinated with contracting department to resolve payer issues.
5. Communicated verification and authorization status updates with [Type] department to facilitate decision-making for patient admissions and insurance coverage.
6. Developed and implemented performance improvement strategies and plans to promote continuous improvement.
7. Reviewed outstanding requests and redirected workloads to complete projects on time.
8. Processed [Number] invoices each [Timeframe] and mailed documentation to clients.
9. Acted as [Type] subject matter expert, answering internal and external questions and inquiries.
10. Tracked all pending authorizations to resolve discrepancies and avoid revenue loss.
11. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
12. Served customers in a friendly, efficient manner following outlined steps of service.
13. Successfully maintain clean, valid driver's license and access to reliable transportation.
14. Received and processed stock into inventory management system.
15. Completed minor preventative maintenance and mechanical repairs on equipment.
16. Maintained excellent attendance record, consistently arriving to work on time.
17. Carried out day-day-day duties accurately and efficiently.
18. Eliminated downtime and maximized revenue by providing top project quality control.
19. Handled day-to-day running of [project or department or task], ensuring high levels of productivity and progression.
20. Prepared a variety of different written communications, reports and documents to ensure smooth operations.