1. Determined appropriateness of payers to protect organization and minimize risk.
2. Assured timely verification of insurance benefits prior to patient procedures or appointments.
3. Observed strict procedures to protect sensitive patient information, including medical records and payment data.
4. Resubmitted claims after editing or denial to achieve financial targets and reduce outstanding debt.
5. Maintained strong knowledge of basic medical terminology to better understand services and procedures.
6. Accurately inputted all patient and insurance information into company's computer system using [Software].
7. Posted payments to accounts and maintained records.
8. Verified client information by analyzing existing evidence on file.
9. Made contact with insurance carriers to discuss policies and individual patient benefits.
10. Reviewed [Number] patient cases per week and verified insurance coverage information.
11. Completed minor preventative maintenance and mechanical repairs on equipment.
12. Collaborated with [department or management] to achieve [result].
13. Processed [Number] invoices each [Timeframe] and mailed documentation to clients.
14. Drove operational improvements which resulted in savings and improved profit margins.
15. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
16. Conducted research, gathered information from multiple sources and presented results.
17. Created plans and communicated deadlines to ensure projects were completed on time.
18. Delivered exceptional level of service to each customer by listening to concerns and answering questions.
19. Used critical thinking to break down problems, evaluate solutions and make decisions.
20. Resolved conflicts and negotiated mutually beneficial agreements between parties.