1. Processed [Number] invoices each [Timeframe] and mailed documentation to clients.
2. Reviewed outstanding requests and redirected workloads to complete projects on time.
3. Maintained confidentiality of patient finances, records and health statuses.
4. Tracked all pending authorizations to resolve discrepancies and avoid revenue loss.
5. Acted as [Type] subject matter expert, answering internal and external questions and inquiries.
6. Identified issues, analyzed information and provided solutions to problems.
7. Communicated effectively with staff, including members of operations, finance and clinical departments.
8. Coordinated with contracting department to resolve payer issues.
9. Communicated verification and authorization status updates with [Type] department to facilitate decision-making for patient admissions and insurance coverage.
10. Presented insurance options to customers in order to close sales on new policies.
11. Exceeded goals through effective task prioritization and great work ethic.
12. [Type] hardware proficiency
13. Created plans and communicated deadlines to ensure projects were completed on time.
14. Led projects and analyzed data to identify opportunities for improvement.
15. Used coordination and planning skills to achieve results according to schedule.
16. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
17. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
18. Completed minor preventative maintenance and mechanical repairs on equipment.
19. Demonstrated respect, friendliness and willingness to help wherever needed.
20. Delivered exceptional level of service to each customer by listening to concerns and answering questions.