
Account Receivable Representative Resume

Job Objective

Seeking the opportunity to utilize my skills as an experienced Account Receivable Representative while helping company excel and meet long-term goals.

Highlights of Qualifications:

- Ability to write routine reports and correspondence
 - Ability to compute rate, ratio and percent
 - Good understanding of the patient accounting process
 - Wide knowledge of billing and collection procedures
 - Ability to maintain accounts receivable logs
 - Ability to monitor Accounts receivable to identify past due accounts and prepare analyses
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Professional Experience:

Account Receivable Representative
IMPAX Laboratories, Inc., West Palm Beach FL
November 2006 – Present

- Outlined work batches, supervises daily work reports and maintains various billing, collection and third party reimbursements.
- Scrutinized duplicate payments and takes apt actions.
- Managed government and commercial insurance error claims for action.
- Monitored patient files and formulates best practice procedures of handling accounts receivable situations.
- Handled telephone inquiries, audits and mail.

Account Receivable Representative
G&K Services, West Palm Beach FL
February 2001 – October 2006

- Evaluated patient accounts and managed apt actions to collect payments and handled follow-ups.
 - Extended appeals and ensured all necessary documentation is submitted.
 - Handled inbound and outbound calls to collect outstanding funds.
 - Coordinated problems with the Lead/Supervisor and coordinated Team Meetings.
 - Handled extra duties as assigned by Lead/Supervisor/Manager.
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Education:

Associate Degree in Accounts
Kankakee Community College, Kankakee, IL

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