
AR Specialist Resume

Job Objective

To expand experience in the field and help better the company as a whole by using my years of experience and attained skills as AR Specialist.

Summary of Qualifications:

- Remarkable experience in billing and A/R follow up
 - In depth knowledge of the policies of healthcare, government and insurance Policies
 - Ability to calculate discounts, interest, commissions, proportions and percentages
 - Ability to read and interpret general business and financial documents
 - Familiarity with ICD-9/CPT coding, medical terminology and good understanding of data elements
 - Proficient in excel spreadsheets, pivot tables and PowerPoint presentations
 - Strong analytical and interpersonal skills
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Work Experience:

AR Specialist, May 2006 – Present
Mercy Health Services, Inc., Southfield, MI

- Administered billing patient accounts to patients, third party, and governmental payers.
- Managed Accounts Receivables follow-up and collection of physician claims.
- Monitored and performed on management of third party and governmental denials.
- Identified self pay balances after insurance payments.
- Delivered prompt secondary billing.
- Ensured timely and accurate documentation of patient account status.

AR Specialist, March 2003 – April 2006
Kforce Finance & Accounting Staffing, Southfield, MI

- Administered billing, collections and cash posting of claims.
 - Validated all required information for claims billing.
 - Prepared documentation notes for monthly accounts receivable.
 - Maintained documentation to support third party claims.
 - Handled submissions and posted third party payments.
 - Prepared documentation for approval of contractual allowance.
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Education:

Bachelor's Degree in Accounting, Appalachian State University, Boone, NC

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