
Billing Coordinator Resume

Job Objective

To obtain a Billing Coordinator position that fully utilizes my experience and abilities.

Highlights of Qualifications:

- Wide experience in professional and progressive billing tasks
 - Good knowledge of pricing and rebate terminology
 - Conceptual knowledge of Medicare billing systems
 - Solid understanding of medical records system such as NextGen
 - Extreme ability to execute billing requirements
 - Sound ability to monitor claim rejections
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Professional Experience:

Billing Coordinator
Compas Inc., Allentown, PA
August 2012 – Present

Responsibilities:

- Monitored billing office and documented EDI files.
- Analyzed file transfer errors and evaluated accounts receivable levels.
- Conducted audits of billing information as per medical coding standards.
- Documented private pay statements and managed media expenditures.
- Participated in training sessions regarding billing and cash management.
- Executed budget revisions and generated budget compare reports.

Billing Coordinator
Hill International, Inc, Allentown, PA
May 2009 – July 2012

Responsibilities:

- Prepared posting entries and reviewed account activities.
 - Created interest calculations and generated summary reports.
 - Participated in creation and submission of insurance claims.
 - Updated pay status and managed accounts payable system.
 - Analyzed vendor statements and authorization based issues.
 - Managed claim submissions for all payers.
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Education:

Bachelor's Degree in Finance
Raymond Walters College, Blue Ash, OH

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