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## Billing Representative Resume

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### Job Objective

Looking for the opportunity to put my skills and experience to work for your company by acquiring a position as Billing Representative.

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### Highlights of Qualifications:

- Proficiency with Peoplesoft AR & Billing, general office equipment; copier, fax, adding machines and scanners
  - Ability to resolve customer billing inquiries
  - Ability to enter data to process charges, payments, denials and adjustments
  - Ability to review and participate in collecting facility accounts
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### Professional Experience:

Billing Representative  
Tuality Healthcare, Miramar FL  
November 2006 – Present

- Handled enquiries and process requests from External Customers and coordinated with them about enrollment and billing process.
- Dealt with client payments and formulated required financial adjustments to the automated system.
- Executed collection activities and even coached fresh billing representatives on the daily processing functions.
- Carried on quality checks.
- Handled special projects and other duties as assigned by Management.

Billing Representative  
Pocono Health System, Miramar FL  
February 2001 – October 2006

- Coordinated with customers and even managed efficient management and supervision of premium billing function.
  - Parted required information to customers.
  - Reviewed outstanding balances and managed apt actions.
  - Formulated invoices and thorough reconciliation of billing.
  - Handled quality assurance and review of billing activities.
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### Education:

Associate Degree in Accounting  
Niagara County Community College, Sanborn, NY

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