

# CLAIMS ANALYST RESUME

## Job Objective:

A Position as Claims Analyst.

## Highlights of Qualifications:

- Basic knowledge of government agency and insurance company programs, NAIC coordination of benefits guidelines
- A great deal of experience in claims and financial concepts
- Extensive knowledge of CPT, ICD-9, HCPCS and UB04
- Familiar with Health care insurance and medical coding
- Strong oral and written communication skills
- Familiar with billing and payment guidelines
- Strong interpersonal skills, reading comprehension and analytical ability
- Proficient in Microsoft Office (Excel, Word, Outlook) and relational databases
- Ability to build good relationship with customer

Excellent analytical and critical thinking skills

## Professional Experience:

Claims Analyst, August 2005 – Present  
Molina Healthcare, San Diego, CA

- Proficiently reviewed claims for completeness and approves and denied payment using established guidelines.
- Documented clearly and concisely claims adjudication decisions in Claim Notes.
- Identified potential system problems and claims training issues.
- Attended departmental training when required.

Claims Analyst, May 2000 – July 2005  
Phoenix Health Plan, San Diego, CA

- Performed and conducted research on claims inquiries and reprocess claims.
- Recovered and retrieved funds from providers due to overpayment and adjusted provider claims for overpayment and underpayments.
- Performed effective research on larger projects and major reconciliations.
- Developed and maintained an efficient and accurate system to advancing newborn claim payments when eligibility information from the State is delayed.
- Monitored and determined claims accuracy using available claims editing tools.
- Assisted supervisor in the review of various claims reports.

## Education:

High School Diploma, Waverly High School, Waverly, IL

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