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## Claims Auditor Resume

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### Job Objective

Searching for work as a Claims Auditor with company seeking a hard working dependable employee.

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### Highlights of Qualifications:

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- Remarkable claims examining experience in a managed care environment
  - Good knowledge of DMAP, Medicare, and Medicare Advantage benefits and protocols
  - Comprehensive knowledge of ICD-9, CPT, HCPCS and Family Care's claims policies and procedures
  - Remarkable experience in interpreting Health Plan Division of Financial Responsibilities (DOFR)
  - Ability to create reports using data gathered from audits
  - Ability to build and improve the claims processes
  - Excellent organizational skills
  - Proficient with MS office tools and claims software applications
  - Ability to work in an environment with diverse individuals and groups
  - Excellent written and verbal communication skills
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### Professional Experience:

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Claims Auditor, August 2005 – Present

Nautilus Healthcare Management Group, Texarkana, TX

- Identified underpayments/overpayments and generated periodic reports.
- Performed to resolve errors by communicating with the Production Manager or Supervisor.
- Audited member liability denials to assure quality of claim.
- Managed to generate accurate claim payments and reimbursement calculation of applicable fee schedules.
- Provided tools and recommendations to avoid overpayments.
- Ensured compliance with health plan requirements.

Claims Auditor, May 2000 – July 2005

XL Health, Texarkana, TX

- Identified problems, troubleshoot, and provided guidance to claim analyst.
  - Conducted daily review of pending claims and prepared weekly audits for each claim.
  - Contributed to the development of claims analysis reports.
  - Reviewed claims to ensure that claims are appropriately processed.
  - Ensured that denied and underpaid claims are timely reprocessed.
  - Computed and corrected claim errors in the Facets system.
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### Education:

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Bachelor's Degree in Business Administration, Thomas Jefferson University, Philadelphia, PA

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