
Insurance Claims Representative Resume

Job Objective

Qualified Insurance Claims Representative seeking a position with growing firm in which to utilize my skills and expand my knowledge.

Highlights of Qualifications:

- Huge experience in claims field and general group claims
 - Wide knowledge of medical terminology and computer programs
 - In-depth knowledge of insurance policies and coverage's, claim payment procedures
 - Superior data entry skills and amazing ability to work autonomously
 - Ability to review and interpret complex and detailed documents
 - Ability to exercise judgment, and evaluate claims
 - Solid communication skills and excellent ability to nurture relationships
 - Efficiently professional and motivated with a sound positive attitude
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Professional Experience:

Insurance Claims Representative
OrthoSynetics, Lexington KY
November 2006 – Present

- Analyzed EOBs and evaluated patient's provided insurance data and updated database and system.
- Corresponded about denied claims to appropriate channels and resubmitted claims when required.
- Evaluated accessions and submitted write-off.
- Outlined course of action to smoothen payments and analyzed negotiated agreements.
- Maintained proper patient billing and monitored mail/faxes and coursed appropriate actions.

Insurance Claims Representative
Nationwide Relocation Services, Lexington KY
February 2001 – October 2006

- Updated imaged claims documents on Imaging System.
 - Aided Life, Short Term Disability and Long Term Disability claims areas.
 - Managed claims forms and document types.
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Education:

Bachelor's Degree In Business
Drew University, Madison, NJ

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