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## Insurance Clerk Resume

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### Job Objective

To obtain an Insurance Clerk position in a company that will allow me to grow with the company.

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### Work Experience:

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Insurance Clerk, May 2004 – Present

Farmers Insurance Group, Marcus Hook, PA

- Prepared and submitted itemized and summary billings to patients, guarantors and third-party carriers as indicated.
- Processed electronic claims to the specified third party carriers and maintained a working knowledge of the appropriate edits.
- Assisted in processing patient statements.
- Coordinated and worked closely with the admitting clerks and business office manager to update knowledge of billing requirements and regulations.
- Demonstrated commitment to service, organization values and professionalism through appropriate conduct.
- Accomplished to possess a broad understanding and working knowledge of the various types of patient Insurance accounts.

Insurance Clerk, March 2002– April 2004

Kishwaukee Community Hospital, Marcus Hook, PA

- Coordinated with various insurance carriers to notify them of a patient's admission or placement to an observation status.
  - Scheduled selective procedures and ensured diagnostic studies for life and health insurance.
  - Managed to pre-certify elective diagnostic studies, interventional procedures and surgeries, verified eligibility through electronic transmission and verbal communication.
  - Adhered to organizational and department specific safety standards and guidelines.
  - Maintained confidentiality and protected sensitive data.
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### Summary of Qualifications:

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- Profound knowledge of various insurance policies
  - Ability to understand written sentences and paragraphs in work related documents
  - Excellent Ability to talk to others to convey information effectively
  - Typing speed of 50 W.P.M
  - Good oral and written communication skills
  - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
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### Education:

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Associate Degree in Insurance, Central Piedmont Community College, Charlotte, NC

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