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## Insurance Coordinator Resume

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### Job Objective

Seeking an Insurance Coordinator position in a stable company where I can use my skills to benefit the company.

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### Work Experience:

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Insurance Coordinator, August 2005 – Present  
Portland, Inc., Albany, NY

- Coordinated, liaised and networked between insurance companies.
- Managed filing and tracking insurance claims and informed patients of their claims status.
- Processed insurance and disability claims in a timely manner.
- Handled patient's queries regarding unpaid balances.
- Circulated documentation as needed for reviewing.
- Prepared insurance forms and associated correspondences.

Insurance Coordinator, May 2000 – July 2005  
Nerolac Corporation, Albany, NY

- Verified and ensured that insurance information and authorizations provided are current, accurate and not approaching expiration.
  - Maintained strict confidentiality related to medical records and other data.
  - Managed coordination of all the aspects of insurance programs.
  - Coordinated administration of insurance programs.
  - Promoted, and sold products to the prospects.
  - Provided customer-related claims and billing assistance.
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### Summary of Qualifications:

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- Strong accomplished experience in insurance and medical business office
  - Sound knowledge medical terminology and insurance practices
  - Good knowledge of all plans and medical invoices
  - Proficient in Computer Programs and applications
  - Excellent communication skills and customer service Skills
  - Outstanding ability to maintain strong relations with Physicians, employees, patients and Insurance companies
  - Remarkable ability to relate to people from different cultural backgrounds
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### Education:

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Bachelor's Degree in Finance, Calvin College, Michigan, MI

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