
Insurance Processor Resume

Job Objective

To join a well-established company as an Insurance Processor in which my past experience will help me excel.

Highlights of Qualifications:

- Substantial experience in health care business
 - Profound knowledge of administrative processes and computer software applications
 - Proficient in clinical reimbursement system utilized for multi-applications
 - Solid understanding of medical terminology and mainframe insurance procedures
 - Ability to adjust with changes in assignments and insurance processing procedures
 - Ability to cope up with client's requirements at ease
 - Ability to comprehend EOB related information and correspondence
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Professional Experience:

Insurance Processor

Prominent Title Agency, LLC, Warren Center, PA

August 2007 – Present

- Provided prompt and effectual service to customers who interacted using VNSNY.
- Informed insurance status from different insurance plans and provided home care authorization requests.
- Attained eligibility confirmation through communicating with insurance carrier.
- Processed all correspondence related to patients and insurance complying with established standards.
- Received and responded to inbound and outbound calls with insurance companies and patients.
- Retrieved voice messages collected in voice mail and solved appropriately.
- Monitored AR and patient accounts along with suitable follow-up.
- Analyzed and resolved issues concerning billing and reimbursement.

Insurance Processor

Aerotek Professional Services, Warren Center, PA

May 2004 – July 2007

- Evaluated loan applications to identify flood coverage availability for Condo properties.
 - Monitored commercial lines process and communicated with customers and agents as routine task.
 - Responded to all queries received over telephone and emails.
 - Ensured to provide best possible customer service and optimum use of various programs.
 - Identified all essential equipments and preserved information on every status approval.
 - Managed all processes and insurance claims filters along with offered technical assistance to entire workflow operations.
 - Maintained effective communication with related employees, customers and insurance personnel on routine activities.
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Education:

Associate Degree in Business

Southwest Mississippi Community College, Summit, MS

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