
Medical Claims Adjudicator Resume

Job Objective

Seeking a Medical Claims Adjudicator position that offers an immediate challenge, career opportunity and advancement.

Highlights of Qualifications:

- Highly experienced in handling, processing, and settling medical insurance claims
 - Sound knowledge of medical terminology, coding, and billing standards
 - Immense knowledge of various health insurance, HMO, and managed care principles
 - Familiarity with MS Office, Outlook calendar, and Internet Explorer
 - Ability to comply with HIPAA and other applicable regulatory guidelines
 - Ability to review and submit medical claims, in a timely manner
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Professional Experience:

Medical Claims Adjudicator
Mercer, Franklin, MA
August 2012 – Present

Responsibilities:

- Assessed, approved, and denied various medical claim requests received.
 - Computed all medical benefits due and assisted with payment initiations.
 - Prepared and dispatched claim related correspondence to claimants and third party agencies.
 - Interpreted and followed government regulations and company policies, as applicable.
 - Informed and explained clients about medical terms and concepts, clearly.
 - Operated computer and used Microsoft Office programs, efficiently.
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Medical Claims Adjudicator
CareCentrix, Franklin, MA
May 2009 – July 2012

Responsibilities:

- Researched, processed, and resolved various medical claims for clients.
 - Reviewed and maintained all medical records and claim appeal materials.
 - Wrote and submitted all work related reports, accurately and on time.
 - Interpreted and followed government-approved insurance regulations and Social Security Act.
 - Answered phone calls from clients and responded to email and letters, in a professional manner.
 - Developed and maintained positive relationship with claimants and insurance providers.
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Education:

Bachelor's Degree in Health Insurance
Porterville College, Porterville, CA

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