

MEDICAL CLAIMS ANALYST RESUME

Job Objective:

To secure a Medical Claims Analyst position in a well established organization with a stable environment.

Highlights of Qualifications:

- Sound knowledge of CPT, ICD-9, and HCPCS coding guidelines and medical terminology
- In-depth knowledge of healthcare and claims concepts
- Extensive knowledge of electronic billing systems
- Comprehensive knowledge of pharmaceutical claims
- Excellent written and oral communication skills
- Excellent analytical, critical thinking and problem solving skills

Professional Experience:

Medical Claims Analyst
Crawford & Company, Seattle, WA
August 2005 – Present

- Retained high level of security within Government guidelines in the claim submission and review process.
- Performed and conducted the pre adjudication of claims as required by the client.
- Developed and prepared receivable targets for clients.
- Performed and conducted Claim Analysis for the benefit of the practice and clients.
- Created reports for clients to include in data exchange meetings.

Medical Claims Analyst
WellPoint, Inc, Seattle, WA
May 2000 – July 2005

- Performed data entry of claims into an electronic claiming system.
- Authorized claims and ensured all information is processed accurately and in a timely manner.
- Entered, recorded and tracked data entry claim receipts using an excel spreadsheet.
- Accessed and utilized department mail, count mail, stamp and date.
- Scanned claims after payment processed.
- Interacted with management on workload, issues and backlog.

Education:

Bachelors Degree in Insurance
University of California, Berkeley, CA

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