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## Medical Claims And Billing Specialist Resume

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### Job Objective

Looking for work with your company as a Medical Claims And Billing Specialist specialist in the field to help further the company as well as my own experience

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### Highlights of Qualifications:

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- Hands on experience in working on medical claims
  - Operational knowledge of computer systems and Microsoft applications
  - Deep knowledge of customer services
  - Immense ability to work independently and prioritize work
  - Exceptional ability to analyze strength and weakness of all issues
  - Excellent communication skills in both oral and written forms
  - Skilled to analyzing issues and resolving it
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### Professional Experience:

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Medical Claims And Billing Specialist  
Kelly Services, S Boston, MA  
May 2006 – Present

- Monitored all incoming correspondence and sorted it as required.
- Analyzed claim rejections and denials and drafted an appeal.
- Maintained a database on computer and entered all required information on same as required.
- Managed medical claims and processed all contracts within time frame.
- Administered patient grants and provided required assistance.
- Coordinated payer requests and processed all claims.

Medical Claims And Billing Specialist  
Connexions Inc., S Boston, MA  
March 2003 – April 2006

- Managed and reconciled all data on electronic invoice transmissions.
  - Prepared all correspondence for medical claim discrepancies.
  - Administered reimbursement process and ensured timely resolution of accounts.
  - Maintained accounts and executed collection procedures as required.
  - Assisted patients with all payment related information.
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### Education:

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Bachelor's Degree in Finance  
Edison State College, Fort Myers, FL

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