
Patient Account Specialist Resume

Job Objective

To use my skills and abilities to obtain a position within an organization as a Patient Account Specialist in my chosen field. Years of education and experience can help better the company as well.

Highlights of Qualifications:

- Admirable experience in managing all medical bills in physician office
 - Thorough knowledge of medical terminology
 - Operational knowledge of basic accounting and Microsoft Windows
 - Immense ability to resolve all insurance companies issues
 - Exceptional ability to maintain professional relations with insurance companies and patients
 - Amazing communication skills in both oral and written forms
 - Skilled to work on automated billing system
 - Proficient in CRT skills
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Professional Experience:

Patient Account Specialist
MedExpress Urgent Care, Oakboro, NC
May 2006 – Present

- Monitored all billing related problems and managed collection process.
- Managed all billing queries for all assigned carriers.
- Evaluated data and corrected all errors to ensure appropriate billing and coding.
- Maintained records of patient charts and demographics.
- Assisted patients in insurance related queries or referred it to appropriate department.
- Analyzed processes and recommended changes to improve efficiency of work.
- Prepared patient account refunds and collection accounts for same.
- Reviewed data on everyday basis and maintained records of account receivable.

Patient Account Specialist
St. Johns Mercy Health Care, Oakboro, NC
March 2003 – April 2006

- Performed audit on patient's accounts and ensured accuracy on same.
 - Monitored all accounts and arranged payment schedule according to client requirement.
 - Managed insurance billing and ensured payment receipts dispatched and received.
 - Investigated all billing complaints and evaluated credit balance report in case of refund.
 - Coordinated with collection agency and updated all records.
 - Ensured accuracy in all accounts and identified problems if any.
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Education:

High School Diploma
Paul T. Albert Memorial School, Tununak, AK

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