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Robert Smith

Billing Office Manager/Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Patient-focused, Highly motivated and skilled at medical billing, credentialing and medical billing office management. Reliable multi-tasker with Anesthesia and Pain Billing experience.

WORK EXPERIENCE

Billing Office Manager/Specialist ABC Corporation - March 2006 - June 2015

- Responsibilities:**
- Medical Office Management of nine OK, ARK, & KS Anesthesia/Pain Management clients; direct management twelve Pain & Anesthesia Billing specialists and eight Credentialing Coordinators.
 - Managed off-site and off-shore employees remotely.
 - Processed, reviewed and addressed, as needed, monthly employee performance reports.
 - Bi-weekly performance reports for any off-shore employee.
 - Processed Annual Reviews for all reporting employees.
 - Provided various monthly REVENUE, PRODUCTION, & A/R reporting for all clients to OPERATIONS.
 - Processed payroll for one Anesthesia client (nine physicians).

Billing Office Manager Delta Corporation - 2005 - 2006

- Responsibilities:**
- Managed 27 Employees; Front Desk, Billing, Nurses, Medical Assistants Interview, hire and trained new employees Assisted in the development of new.
 - Specialist 1300 Riverplace Blvd s Ste 610, Jacksonville, Florida 32227 21st Century Oncology of Jacksonville 904-493-5300 02-11 TO 09-15 Achievements.
 - Review, oversee, and enforce department billing and reimbursement policies and procedures Monitor and evaluate daily billing staff operations and.
 - Responsible for recruitment and training of new personnel.
 - Processed all insurance billing for Medicare, Medi-Cal, Blue Cross, private and paper insurance claims.
 - Oversaw hospital postings, exercise and stress Echos, Doppler Carotid, patient office visits, and laboratory orders.
 - Maintained office supplies and inventory.

SKILLS

Microsoft Office, Excel, Outlook, Office Equipment, Records Management, Medical Terminology, Microsoft Excel, Inventory Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Certificate in Business Management - (Tulsa Community College - Tulsa, OK)



PRIMARY CARE

DATE	TIME	LOCATION	DESCRIPTION	STATUS
01/01/2015	08:00	12345 Main St, City, State	Primary Care Visit - Routine Checkup	Completed
01/05/2015	09:00	12345 Main St, City, State	Primary Care Visit - Patient Consultation	Completed
01/10/2015	10:00	12345 Main St, City, State	Primary Care Visit - Medication Management	Completed
01/15/2015	11:00	12345 Main St, City, State	Primary Care Visit - Health Assessment	Completed
01/20/2015	08:30	12345 Main St, City, State	Primary Care Visit - Patient Education	Completed
01/25/2015	09:30	12345 Main St, City, State	Primary Care Visit - Chronic Disease Management	Completed
02/01/2015	10:30	12345 Main St, City, State	Primary Care Visit - Preventive Care	Completed
02/05/2015	11:30	12345 Main St, City, State	Primary Care Visit - Patient Assessment	Completed
02/10/2015	08:00	12345 Main St, City, State	Primary Care Visit - Health History Update	Completed
02/15/2015	09:00	12345 Main St, City, State	Primary Care Visit - Physical Examination	Completed
02/20/2015	10:00	12345 Main St, City, State	Primary Care Visit - Patient Counseling	Completed
02/25/2015	11:00	12345 Main St, City, State	Primary Care Visit - Care Plan Development	Completed
03/01/2015	08:00	12345 Main St, City, State	Primary Care Visit - Patient Follow-up	Completed
03/05/2015	09:00	12345 Main St, City, State	Primary Care Visit - Health Monitoring	Completed
03/10/2015	10:00	12345 Main St, City, State	Primary Care Visit - Patient Assessment	Completed
03/15/2015	11:00	12345 Main St, City, State	Primary Care Visit - Health Evaluation	Completed
03/20/2015	08:00	12345 Main St, City, State	Primary Care Visit - Patient Consultation	Completed
03/25/2015	09:00	12345 Main St, City, State	Primary Care Visit - Health Assessment	Completed
04/01/2015	10:00	12345 Main St, City, State	Primary Care Visit - Patient Education	Completed
04/05/2015	11:00	12345 Main St, City, State	Primary Care Visit - Chronic Disease Management	Completed
04/10/2015	08:00	12345 Main St, City, State	Primary Care Visit - Preventive Care	Completed
04/15/2015	09:00	12345 Main St, City, State	Primary Care Visit - Patient Assessment	Completed
04/20/2015	10:00	12345 Main St, City, State	Primary Care Visit - Health History Update	Completed
04/25/2015	11:00	12345 Main St, City, State	Primary Care Visit - Physical Examination	Completed
05/01/2015	08:00	12345 Main St, City, State	Primary Care Visit - Patient Counseling	Completed
05/05/2015	09:00	12345 Main St, City, State	Primary Care Visit - Care Plan Development	Completed
05/10/2015	10:00	12345 Main St, City, State	Primary Care Visit - Patient Follow-up	Completed
05/15/2015	11:00	12345 Main St, City, State	Primary Care Visit - Health Monitoring	Completed
05/20/2015	08:00	12345 Main St, City, State	Primary Care Visit - Patient Assessment	Completed
05/25/2015	09:00	12345 Main St, City, State	Primary Care Visit - Health Evaluation	Completed
06/01/2015	10:00	12345 Main St, City, State	Primary Care Visit - Patient Consultation	Completed
06/05/2015	11:00	12345 Main St, City, State	Primary Care Visit - Health Assessment	Completed
06/10/2015	08:00	12345 Main St, City, State	Primary Care Visit - Patient Education	Completed
06/15/2015	09:00	12345 Main St, City, State	Primary Care Visit - Chronic Disease Management	Completed
06/20/2015	10:00	12345 Main St, City, State	Primary Care Visit - Preventive Care	Completed
06/25/2015	11:00	12345 Main St, City, State	Primary Care Visit - Patient Assessment	Completed
07/01/2015	08:00	12345 Main St, City, State	Primary Care Visit - Health History Update	Completed
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08/01/2015	10:00	12345 Main St, City, State	Primary Care Visit - Patient Assessment	Completed
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11/25/2015	09:00	12345 Main St, City, State	Primary Care Visit - Physical Examination	Completed
12/01/2015	10:00	12345 Main St, City, State	Primary Care Visit - Patient Counseling	Completed
12/05/2015	11:00	12345 Main St, City, State	Primary Care Visit - Care Plan Development	Completed
12/10/2015	08:00	12345 Main St, City, State	Primary Care Visit - Patient Follow-up	Completed
12/15/2015	09:00	12345 Main St, City, State	Primary Care Visit - Health Monitoring	Completed
12/20/2015	10:00	12345 Main St, City, State	Primary Care Visit - Patient Assessment	Completed
12/25/2015	11:00	12345 Main St, City, State	Primary Care Visit - Health Evaluation	Completed

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