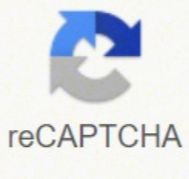




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**911 2018 IS
D-DAY**

**IN
PITTSBURGH
PENNSYLVANIA**

**(DESTRUCTION DAY OF MEDICAL
RECORDS WHICH PROVE MASS MEDICAL
TERROR BY TYRANNY, SINCE 6/03/1963)!**

Robert Smith
Payment Posting Specialist

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

SKILLS
Microsoft Office,
Planning Skills,
Organizational Skills.

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

INTERESTS
Climbing
Snowboarding
Cooking
Reading

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

PERSONAL STATEMENT

Qualified specialist committed to data integrity and accurate payment processing. Successful at posting payment at a timely manner as well as processing credit card transactions through different merchants. Hard working, multi-tasking, and highly organized. Driven specialist motivated to perform beyond expectations. Work well under stress in a fast pace environment.

WORK EXPERIENCE

Payment Posting Specialist
ABC Corporation - August 2015 - 2015

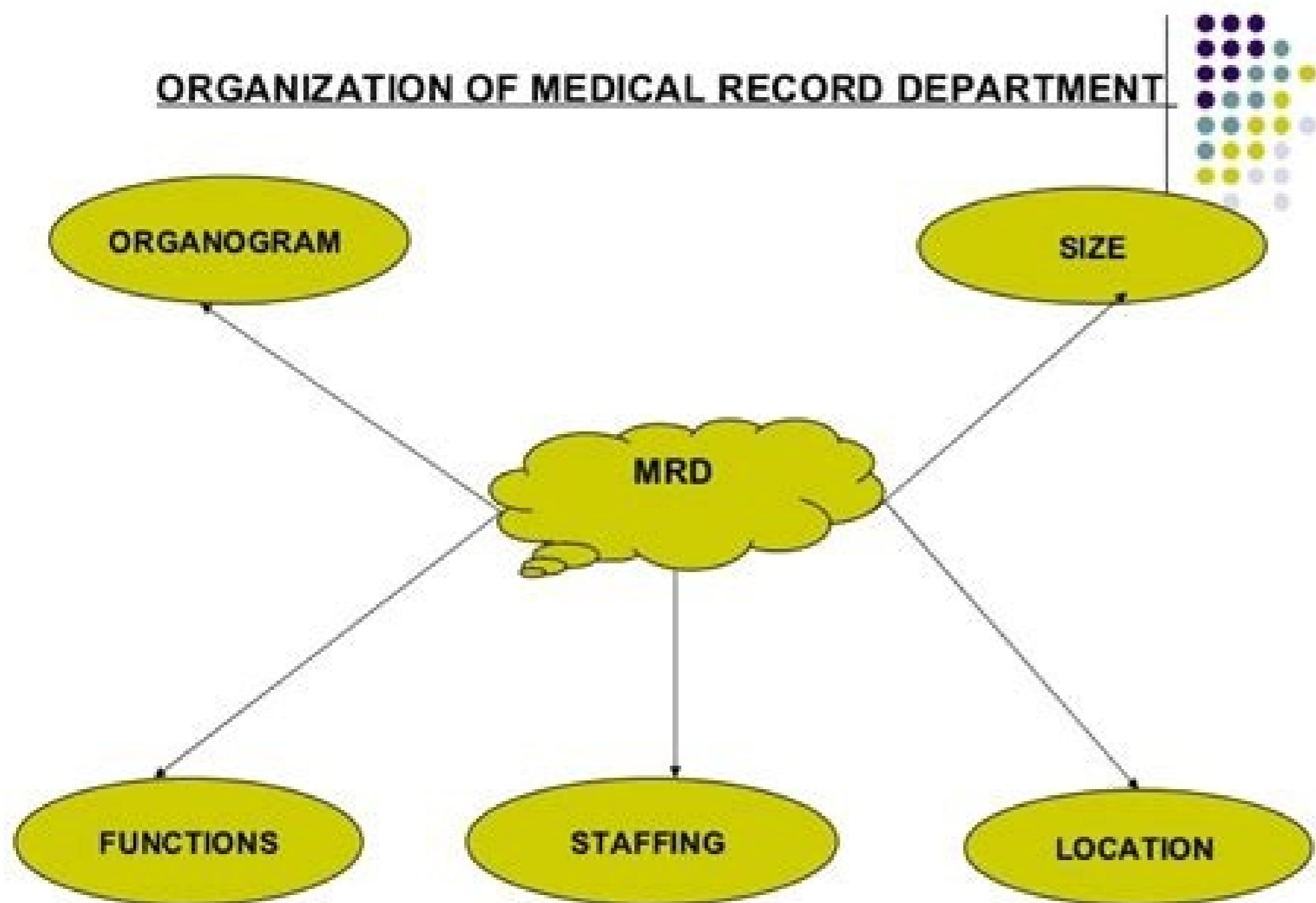
- Responsibilities:**
- Scanned documentation and entered into the database.
 - Obtained scanned records and uploaded them into the database.
 - Produced monthly reports using advanced Excel spreadsheet functions.
 - Assisted with receptionist duties, file organization, and research and development.
 - Tracking Opened and properly distributed incoming mail.
 - Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies, and reconciliations.
 - Posted receipts to appropriate general ledger accounts.

Payment Posting Specialist
Delta Corporation - 2012 - 2015

- Responsibilities:**
- Logs lockbox receipts Post payments using lockbox deposit date as system Run reports for balancing to deposit after each batch posted Ensures all.
 - Scans all patient payments into Touch Chart.
 - Process and post medical insurance payments, and patient payments for multiple clients nationwide.
 - Audited EOBs and followed up on all inappropriately paid claims or denials Applied accounts payable and receivable duties such as a processed check.
 - Posting payments made from Medicare, Medicaid, and other insurance companies.
 - Used Organization, attention to detail, knowledge of insurance companies, and their procedures.
 - The input of payments for all payer sources, reconciliation of daily reports to balance days Aid in training of new or existing employees.

Education
High School Diploma

ORGANIZATION OF MEDICAL RECORD DEPARTMENT



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