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Robert Smith

Lead Billing Analyst

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SUMMARY

Qualified Analyst professional eager to demonstrate over 13 years of billing and claims analysis experience. Highly organized, results driven efficient and skilled in a variety of analytical and billing services tasks.

SKILLS

Accounts Payable Accounts Receivable Blue Vista Bookkeeping/Accounting

WORK EXPERIENCE

Lead Billing Analyst

ABC Corporation - October 2010 - December 2015

- Review previous submitted CM1500 to ensure accuracy and completeness for processing and payment.
- Analyze coding for proper reimbursement and review process for compliance with federal and state regulations.
- Review all medical/surgical billings for reasonable and necessary charges.
- Examine coding of operative reports, procedures, and multiple and complicated surgeries.
- Perform hospital length of stay reviews to determine reasonable and necessary care.
- Recommend appropriate payments of dispute of billing.
- Provide second review of bills on which providers question the appropriateness of payments authorized.
- Evaluate claims referred for medical management and make recommendations for follow-up, further investigation or documentation.

Billing Analyst

ABC Corporation - 2005 - 2010

- Managed accuracy and timeliness of varied billing deliverables up to \$3M.
- Lead billing systems testing activities for new products and pricing changes.
- Implemented new billing procedures and developed relevant systems documentation.
- Guided systems development staff in facilitating billing processes and enhancements.
- Facilitated communication with various business units and presented project scope.
- Ensured correct interaction between custom billing system and Oracle applications.
- Tested billing systems for Year 2000 (Y2K) Compliance.

EDUCATION

Criminal Justice - 2010(ITT Technical Institute - Charlotte, NC)

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Debra P. Ferenc

BS, CPC, CPC-I, CPC-H, CMSCS, PCS, FCS

UNDERSTANDING HOSPITAL BILLING AND CODING

SECOND EDITION

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