Velma Elsdon

Insurance Billing Specialist

Profile

Details

velma.elsdon@gmail.com

(129) 999-2472

1234 Main Street, Buffalo, NY 14221

Insurance Billing Specialist with 1 year of experience in efficiently managing claims processing and ensuring timely reimbursements for clients. Proficient in accurately coding diagnoses and procedures, adept at navigating insurance regulations, and skilled in maintaining strong relationships with providers and payers. Demonstrated ability to identify and resolve discrepancies, contributing to improved financial outcomes for both clients and the organization.

Employment History

Insurance Billing Specialist at NY Professional Billing Services, NY

Feb 2023 - Present

- Successfully reduced claim denial rate by 35% within the first year, through streamlining the billing process and implementing strict quality control measures, ultimately improving the company's revenue cycle.
- Managed a portfolio of over 500 insurance claims per month, ensuring timely submission and accurate coding, resulting in a 98% first-pass acceptance rate and reducing the need for rework.
- Recovered over $1 million in previously uncollected revenue during a six-month period by diligently following up on outstanding claims, negotiating with insurance companies, and identifying errors in the billing process.
- Trained and mentored five new Insurance Billing Specialists, significantly improving their productivity and accuracy within their first three months on the job, contributing to a 15% increase in overall department efficiency.

Junior Insurance Billing Specialist at Integrated Medical Revenue Services, NY

Aug 2022 - Jan 2023

- Successfully reduced claim denials by 25% within the first six months by closely monitoring claims, identifying common issues, and implementing corrective actions to ensure accurate and timely submission.
- Streamlined the billing process for over 150 clients, resulting in a 15% increase in overall efficiency and reducing the average payment cycle from 45 days to 30 days.
- Trained and mentored 5 new hires on the company's billing software and best practices, leading to a 10% increase in team productivity and a decrease in errors by 20%.

Education

Associate of Applied Science in Medical Insurance Billing and Coding at Monroe Community College, Rochester, NY

Sep 2017 - May 2022