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| **EDUCATION** |  | **EXPERIENCE**  **Data Entry Operator**  2019 – Present Kelly Services Chicago, IL   * Administered customer communication via follow-up calls and surveys. * Input health information from claims forms into special computer database for examinations and payments. * Organize and maintain sensitive documents and incoming mail \* Input information into computer system in coding department * Input, update, verify, and retrieve data using a computer database or spreadsheet application.   **Data Entry Operator**  2013 – 2019 D-R SERVICES Carrollton, TX   * Called insurance companies and followed up on denied claims. * Spring Managed patient data base for appointment scheduling and billing. * Assign, discharge and place patient's nutritional information into the computer database. * Collect, organize and verified the veracity of the data before entering it into the database. * Update patient s medical records including address, phone number, and insurance information. * Identify, research, and resolve customer issues using the computer system.   **Receptionist/Billing Clerk**  2008 – 2013 D-R SERVICES Carrollton, TX   * Received all cash and check receipts, maintained ledger and computer records of bank deposits. * Print Aetna EOB's from website and match with Notice Of Remittance to ensure payments have been accounted for. |
| **High School Diploma**  2008 – 2008 |  |
| **KEY SKILLS**   * Entry Priorities * Re-Enter Data * Data Entry Requirements * Medicaid * Telephone Calls * Process Orders * Insurance Companies * Client Billing * Computer Database * Scheduling Appointments |  |
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