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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.
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| **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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