

JUDY T. BENEFITS

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OBJECTIVE

To obtain a position as a Medical Biller utilizing my prior industry experience.

RELATED SKILLS

- Claims Processing ▪ Claims Research ▪ Customer Service ▪ Medical Billing
- Insurance Billing ▪ Account Management ▪ Benefits Analyst ▪ Office Management

EXPERIENCE

Home Health Aide/CNA

HAPPY HEALERS - Brighton, MI

7/2010–Present

REST EASY - Howell, MI

6/2008–6/2010

- Responsible for providing in-home healthcare services to private patients.
- Provide consistent quality care to the residents in the geriatric facility under RN supervision.
- Created records for the care, condition, and progress of patient.
- Responsible for primary duties such as dressing, checking blood pressure, putting and giving medicine, and various other duties.
- Create reports related to the patient's condition, care, progress and related problems.

Benefit Analyst

MICHIGAN INSURANCE ASSOCIATION – Lansing, MI

2/1990–9/2007

- Reviewed, evaluated, and disposed of insured claims for health, vision, and disability benefits.
- Reviewed member files to determine eligibility in accordance with prescribed policies and procedures.
- Maintained knowledge of benefit payment rules, coordination of benefit rules, and other rules, procedures, and operations to make sound decisions as to the disposition of benefits.
- Managed medical health claims process, including pre-authorizations, refunds, and grievances.
- Negotiated settlement and approved payments to insured members.
- Responsible for member customer service in the areas of billing, benefits, and enrollments.
- Liaison with both internal and external auditors, field representatives, and legal department.

Claims Adjuster

PEOPLE'S LIFE & ACCIDENT INSURANCE - Flint, MI

10/1984–2/1990

- Responsible for efficient processing of medical health claims which included reviewing information and determining eligibility in accordance with prescribed policies and procedures.
- Analyzed claims to determine extent of company's liability, made approval or denial decisions, and negotiated settlements with claimants in accordance with policy provisions.
- Liaison with 3rd party accountants, engineers, and lawyers in evaluation of the claim.
- Maintained a strong sense of urgency in responding to the needs of our clients.

EDUCATION

Marygrove College, Detroit, MI ▪ Bachelor of Science ▪ Business Management/Marketing, 1990