**Donald K. Whitaker**

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**Career Objective:**

To obtain a billing administrator position with “My Choice Hospital,” and handle all the aspects of billing process with accuracy and in timely manner.

**Summary of Skills:**

* Strong billing experience of healthcare setting
* Excellent knowledge of Medicare/Medicaid billing
* Strong computer, communication, and calculation skills
* Strong attention to detail and highly organized
* Skilled in taking and applying independent judgment
* Ability to work under pressure and multi-task
* Complete knowledge of claims submission process and coordination

**Work Experience:**

Billing Administrator

ABC Corporation, Kansas City, MO

October 2014 - Present

* Preparing billings and assisting account department with claims submission
* Resolving claim rejection problems and denials from insurance carriers
* Reviewing patients accounts and verifying insurance details
* Applying and ensuring billing and claims processing as in compliance with regulatory requirements
* Preparing and presenting reports to the management
* Coordinating with necessary parties and information them about eligibility criteria for claim submission

Billing Administrator

ABC Company, Kansas City, MO

February 2013 - September 2014

* Assisted in finishing up backlogs of rejected claims
* Handled overpayment and underpayment issues with insurance carriers
* Generated and submitted quality assurance reports to the management
* Processed invoices and posted payment in respective patient accounts
* Resolved billing questions communicating with patients
* Assisted with monthly closing reports and tracking of accounts receivables

**Education:**

* Bachelor's Degree in Finance  
  ABC University, Kansas City, MO  
  2012

**Reference:**

On request.