



# MICHAEL ANDERSON

## BILLING COORDINATOR

### CONTACT

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### SKILLS

- Revenue Cycle Management
- Financial Analytics
- Compliance
- Billing Software
- Reporting
- Team Collaboration

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF ARTS IN ACCOUNTING,  
STATE UNIVERSITY**

### ACHIEVEMENTS

- Improved billing accuracy by 15% through process enhancements.
- Recognized for outstanding performance in resolving billing issues promptly.
- Successfully reduced accounts receivable aging by 10% within six months.

### PROFILE

Dynamic billing accountant with a robust background in revenue cycle management and financial analytics. Skilled in leveraging technology to enhance billing efficiency and accuracy. Proven ability to analyze financial data to identify discrepancies and recommend corrective actions. Committed to continuous improvement and professional development, with a strong track record of implementing innovative billing solutions.

### EXPERIENCE

#### BILLING COORDINATOR

##### HealthCare Innovations

*2016 - Present*

- Coordinated billing operations for a network of healthcare providers.
- Utilized advanced billing software to track and manage patient accounts.
- Collaborated with insurance companies to resolve claim denials and disputes.
- Implemented training programs for staff on billing compliance and procedures.
- Analyzed billing metrics to identify patterns and reduce outstanding balances.
- Prepared financial reports for senior management to assess departmental performance.

#### BILLING ANALYST

##### Retail Solutions Inc.

*2014 - 2016*

- Analyzed billing data to ensure accurate invoicing and timely payments.
- Developed and maintained billing spreadsheets to track key performance indicators.
- Collaborated with the IT department to optimize billing software functionality.
- Engaged with clients to clarify billing issues and enhance service delivery.
- Assisted in the development of budget forecasts based on billing trends.
- Facilitated monthly meetings to review billing discrepancies and resolutions.