
New Bern, NC

Niki Grady

Fort Worth, TX

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Education

**Bachelor of Science in Business Administration,
Accounting**

May 2014

East Carolina University, Greenville, NC

Major GPA 4.0/4.0

Career History & Accomplishments

*Accurate Medical
Equipment*

Insurance Specialist

7/09- 4/11

- Ensured and confirmed required documentation on file
- Verified and updated new/old insurance
- Extensive customer service training
- Demonstrated proficiency in oral and written communication

Billing Specialist

- Updated billing and insurance modifications
- Mailed claims with required documentation
- Evaluated and corrected claims for billing errors

Collection Specialist

- Reconciled insurance denial correspondences.
- Mitigated outstanding patient and insurance A/R with the highest productivity
- Administered small balance write-offs and/or adjustments
- Processed customer refunds

Accounts Receivable Specialist

- Posted patient and insurance payments with efficiency and accuracy
 - Sorted and organized receipts of payments
 - Investigated and resolved all customer inquiries with 95% customer satisfaction
 - Prepared and processed bank deposits
 - Recognized for administrative and accounts receivable adeptness
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Skills

- Experienced with Microsoft Office
 - 10-key 400 KPM
 - Typing 70 WPM
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**Memberships &
Affiliations**

- Beta Gamma Sigma
 - Gamma Beta Phi National Honor Society
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Volunteer

- Family Readiness Officer Assistant
- Bluebonnet Retreat