

# **Janet Hampton**

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## **Experience**

May 2010 to Present      Becton Women's Clinic      Paragould, AR

### ***Insurance/Front Desk***

- *Post insurance payments, Pre-Cert surgeries, aging reports, statements, Medicaid extension of benefits, work insurance rejections, resolve patient billing issues*
- *Answer phones, verify insurance and benefits, scheduling, collect co-pays, set up OB and financial agreements, balance end of day and daily deposit*
- *Drs. Monthly "On Call" schedule, order office supplies*

April 2008 to May 2010      Wood Hoffman Vision Clinic      Jonesboro, AR

### ***Insurance/Billing Clerk***

- *All patient and insurance billing, aging reports, resolve patient billing issues, work insurance rejections*
- *Answer phones, scheduling, contact patients when glasses are ready*
- *Keep up with inventory and order Contact Lens, contact patient when contacts are ready.*

*June 1999 to April 2008*

*Dr. William Bulkley*

*Paragould, AR*

***Insurance/Billing Clerk***

- ***Coding and Data Entry, aging reports, statements, work insurance rejections, resolve patient billing issues, answer phones, scheduling***

*August 1998 to June 1999*

*Dr. Jimmy Morrison*

*Paragould, AR*

***Insurance/Billing Clerk***

- ***Data Entry, statements, work insurance rejections, resolve patient billing issues, answer phones, scheduling, aging reports***

*March 1996 to August 1998*

*Paragould Doctors Clinic*

*Paragould, AR*

***Insurance Clerk***

- ***Aging reports, work insurance rejections, resolve patient billing issues***

*April 1989 to March 1990*

*Paragould Doctors Clinic*

*Paragould, AR*

***Insurance Clerk***

- ***Secondary paper claims, post insurance payments, work insurance rejections***
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***Education***

***1976 Graduate of Paragould High School***

