

Roberta Kluge

6204-B PRINCIPIA DR
FT MYERS, FL 33919
(239) 770-4863

OBJECTIVE

A challenging administrative position in various office task utilizing my strengths in Problem solving,, handling multiple projects and accuracy.

QUALIFICATIONS

Over 20 years experience in various office positions in the medical field and banking industry.

MEDICAL EXPERIENCE

Receptionist/Scheduling
Authorizations
Accounts Receivable
Electronic Posting
Coding
Charge Entry
Completing Denials of Explanation of Benefits
Working unpaid insurance claims
Patient Collections
Claims Transmission

BANKING EXPERIENCE

Problem Solving
Teller Balancing
Customer Service
Research Analysis
Check Encoding
Microfiche Research
Filming
Typing/10 key
Filing

PROFESSIONAL EXPERIENCE

Soucemedical (March 2013 to present)
Accounts Receivable, Refunds

Institute for Orthopedic Surgery & Sport Medicine (February 2005 March 2013)
Orthopedic Billing

Avon Representative (November 2010 to present)
Sales, Marketing, & Distribution

Physicians Primary Care of SW Florida (May 2000 to February 2005)
Accounts Receivable, Refunds, & Charge Entry

Dr Arthur Miller & Associates (September 1997 to May 2000)
Radiology billing

Associates in Pulmonary Medicine (October 1996 to September 1997)
Receptionist for two locations

Wachovia Bank (October 1989 to September 1996)
Checking, Records/Retrieval, Proof Department, & Operation Control

EDUCATION

Cape Coral High School Graduate