# WHAT ARE TRANSFERABLE SKILLS?

Simply put, they are skills you have acquired during any activity in your life: clubs, organizations, jobs, classes, projects, parenting, hobbies, sports, etc.

Virtually anything that are transferable and applicable to what you may do in your next job.

# EXPERIENCE

- Academics, Clubs and Organizations
  - Research, group projects, writing, public speaking, time management, meet deadlines, ability to adapt, achieve goals, multitasking, critical thinking…
  - Organizing, marketing, recruitment, event planning, budgets, databases and spreadsheets, written correspondence, managing, leading…
- Internship/Work/Volunteer
  - Ability to take directions, interpersonal, resolving customer complaints/problems, communicating, being on time, reliable, quick learner, work under pressure, work ethic, initiative. . .

# KEY SKILLS EMPLOYERS WANT

## ATTITUDE

- Strong work ethic
- Initiative
- Flexibility/adaptability
- Friendly/outgoing personality
- Entrepreneurial skills/risk-taker

## PEOPLE

- Leadership skills
- Ability to work in a team
- Written communication skills
- Verbal communication skills
- Interpersonal skills/relates well to others
- Tactfulness

## MANAGEMENT/EXECUTING

- Problem solving skills
- Analytical/quantitative skills
- Detail-oriented
- Organizational abilities
- Strategic planning Skills

## SPECIALIZED KNOWLEDGE

- Technical skills
- Computer skills

## CREATIVITY

- Creativity

Source: National Association of Colleges and Employers

# CONVEYING YOUR SKILL

- Statement: identify the skill
- Example: be able to back up your statement
- Connection: how it connects to the specific job

- Statement : "I'm good at directing others"
- Example: "As the coordinator for the (event) I assigned and explained tasks to student volunteers who effectively and efficiently completed their assignments"
- Connection: "I can tell others what to do and accept responsibility for their performances"

- STATEMENT: "I can meet deadlines"
- EXAMPLE: "While in school, I never missed a due date on an assignment"
- CONNECTION: "If I was able to meet deadlines in school, I will also be able to meet your work deadlines and quotas"

- STATEMENT : "I'm a good explainer"
- EXAMPLE: "Whenever anyone at work had trouble understanding a procedure, they came to me for an explanation"
- CONNECTION: "I can learn quickly, train new workers, and help others"

# MEDICAL INSURANCE CLAIMS ADMINISTRATOR/AUDITOR

Description
Be a part of a rapidly growing and dynamic healthcare company in the South Bay!
inAssist is one of the nation's leading providers of Healthcare Management Solutions utilizing our Personal Healthcare Advisors, extensive analytics and customized technology solutions. Driven by our commitment to our clients, we pride ourselves on our ability to ensure our clients receive the best service possible.
We are looking for motivated, patient-focused people to join our team!

Job Role
- Adhering to - our strict security, confidentiality and patient privacy rules
- Reviewing patient medical bills and EOBs for accuracy
- Communicating with Insurance Companies and Providers to address any issues that are identified (e.g., appeal incorrectly denied claims, coordinate with providers to fix billing errors, negotiate with providers in the case of inappropriate billing)
- Ability to organize, plan, prioritize and complete assignments within the required time frame
- Provide client support with benefit/health insurance questions
- Identifies problems and inconsistencies by using management reports
- Summarizes findings and makes recommendations to resolve claims/billing issues

Job Requirements

A background in medical billing or insurance claims administration (Medical Billing and Coding Specialists, and/or Health Insurance Claims Administrators strongly preferred)
- Experience in overturning claim denials - ranging from simple solutions such as coding correction to more complex situations involving submission of appeals and grievances
- Proficient with Microsoft Office
- Exemplary customer service skills
- Excellent time-management skills, with the ability to prioritize multiple tasks, while working with a sense of urgency
- Must have excellent verbal and written communication skills.
- Must have exceptional problem solving and deductive reasoning skills
- Knowledge of medical insurance terminology including CPT/ICD-9 coding. Coding Certificate is a plus
- Ideal candidate will have 1 to 3 years of experience in a healthcare setting.

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