

MARTINE KORLOR

Phone/email

Available upon request

PROFESSIONAL SUMMARY

Driven professional with strong interpersonal skills and a reliable work ethic. Offering excellent attention to detail, organizational skills, and administrative experience. Ensuring compliance with privacy and banking regulations and utilizing advanced data management systems. Skilled in conducting thorough data analysis to enhance accuracy. Seeking to leverage these strengths in a new role to contribute effectively and grow in the field.

SKILLS

- 10+ years of administrative and clerical experience
- Excellent attention to detail and organizational skills
- Strong interpersonal, communication and written communication skills
- Punctual, Reliable and efficient on completing tasks
- Information Management

EDUCATION

Bachelor of Liberal Studies –
Health and Human
University Of Iowa
May 2025

REFERENCES

Available upon Request

National Guard

WORK EXPERIENCE (LAST 6 YEARS)

Release of Information

Mercy Medical Center | Cedar Rapids, IA
2024 - Present

Adhere to HIPAA, State, and Federal regulations when responding to requests for medical records or itemized bills. Communicates with State Attorneys, Attorneys, Insurance companies, auditors, law enforcement, State Medical Examiners etc. efficiently regarding requests as needed. Utilizes Medepay Software to obtain payments for records and submit records to HIPAA complaint sites such as Availity, MedReview, EXL Health, Cotiviti, BCBS and etc.

Case Processor

US BANK | Fargo, ND
2019 - 2023

Demonstrated analytical and quantitative skills while analyzing fees on customers' accounts to refund applicable amounts. Showed multitasking by using double screen monitors and different software's to process and complete claims. Software such as Casper, Visa, Hogan, EFT Database, Atlas, LexisNexis etc. Exemplify communication using Microsoft products such as word, excel, outlook, and teams.

MILITARY

Unit Supply Specialist