

AR/RCM Resume Template

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| Resource Type | Resume Tool | Track | Career Kit |
| Level | Beginner to Intermediate | Last reviewed | July 2026 |
| Who it is for | Medical billers, AR follow-up specialists, RCM support applicants, and Medical VAs targeting billing-support roles. | When to use it | Use when applying for AR follow-up, RCM support, denial support, billing assistant, or payer follow-up roles. |

How to use it

Position your resume around claim-lifecycle thinking: what was checked, why it mattered, what happened next, and how you documented the result.

Truthful-use reminder

Only include RCM workflows you can explain. Do not list payers, systems, codes, or denial types unless you genuinely worked with or studied them.

Editable AR/RCM resume structure

| Section | Editable field / guidance |
|------------------|--|
| Header | [FULL NAME] AR/RCM Support [EMAIL] [PHONE] [LINKEDIN] [PORTFOLIO] |
| Summary | AR/RCM support professional with [TRUTHFUL YEARS/BACKGROUND] in [AR FOLLOW-UP / CLAIM STATUS / DENIAL TRACKING / ELIGIBILITY]. Skilled in documentation, payer communication, aging queues, and next-action follow-up. |
| Core RCM Skills | AR follow-up Claim status review Denial tracking Payer calls Eligibility awareness Payment posting awareness Patient responsibility basics Account documentation |
| Workflow Bullets | Use bullets that show the claim lifecycle: issue found, source checked, action taken, status documented, next step assigned. |
| Metrics | Add only truthful ranges: [CLAIMS PER DAY/WEEK], [AGING BUCKET], [QA RESULT], [TURNAROUND TIME], [BACKLOG WORKED]. Do not guess. |
| Tools | [PM SYSTEM] [CLEARINGHOUSE] [PAYER PORTALS] [EXCEL/SHEETS] [PHONE/VOIP] - only if true. |

RCM bullet formulas

- Reviewed [AGING BUCKET/CLAIM QUEUE] to identify [STATUS/ISSUE] and documented the next action clearly.
- Contacted payer or checked portal for claim status, reference details, and required follow-up steps.
- Tracked unresolved accounts by status, payer response, follow-up date, and escalation need.
- Supported denial review by gathering claim, payer, documentation, and eligibility details before escalation.

Fictional/general example only

Fictional example only: RCM Support Applicant. Summary: AR follow-up trainee with healthcare admin learning, mock payer-call documentation practice, and strong spreadsheet tracking discipline. Focused on clear next actions and privacy-aware documentation.

Real experience vs practice examples

| Claim this if true | Use practice wording instead if not true |
|-----------------------|--|
| Handled payer calls | Practiced mock payer-call note templates using fictional data. |
| Worked denials | Studied denial categories and built a mock denial tracker. |
| Used an EMR/PM system | Practiced spreadsheet-based workflow tracking and learned EMR/PM concepts. |

Common Beginner Mistakes

- Adding skills, tools, certifications, or experience that are not truthful.
- Copying a template without customizing it to the target role.
- Making income, job guarantee, or client-result claims.
- Sharing confidential employer, client, or patient information in a portfolio.
- Forgetting to proofread before sending an application or outreach message.

Safe Practice Reminder

Use mock examples, public job-post language, and your own truthful career information only. Keep real patient, clinic, payer, account, and login details out of practice files.

No-PHI Practice Reminder

Do not use or enter real patient names, dates of birth, insurance IDs, member IDs, claim numbers, medical record numbers, addresses, phone numbers, diagnoses, treatment details, login details, or protected health information. Use fictional data only when practicing.

Educational Use Only

This resource is for beginner-friendly healthcare admin education only. It is not medical advice, legal advice, coding certification, payer-specific billing authority, a replacement for employer training, or a guarantee of employment. Always verify current requirements with official sources, employer policy, payer rules, client instructions, and updated guidance.

Source/review note

This resource is for educational and business-planning use only. It does not guarantee employment, client acquisition, income, or contract approval. Keep all claims truthful and verify privacy, business, email, and client-contract requirements before use.

Recommended Next Step

After completing this resource, review the Application Tracker and Interview Q&A Starter Sheet so your career materials stay organized and truthful.