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## Billing Specialist Resume

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### Job Objective

Professional Billing Specialist in search of a highly established firm that will allow me to further boost my career in this field.

### Highlights of Qualifications:

- Remarkable experience in Health Care Related Billing
- Huge knowledge of CPT coding and ICD-9-CM coding
- Deep knowledge of medical insurance industry
- Familiarity with medical terminology
- Outstanding ability to maintain working relationship
- Amazing ability to manage under pressure
- Superior communication skills.

### Professional Experience:

Billing Specialist  
OhioHealth, Boston, MA  
May 2006 – Present

- Managed collecting and recording payments.
- Reviewed insurance claims and insurance forms.
- Coordinated with patients and third party payer sources.
- Respects confidentiality of financial arrangements.
- Handled payment issues and maintained federal legislative guidelines.

Billing Specialist  
Tara Cares, Boston, MA  
March 2003 – April 2006

- Managed information from nursing facilities.
- Evaluated electronic claim and submission of Medicare and Medicaid.
- Handled outstanding claims and status of payment.
- Formulated data for input
- Aided word in the absence of Supervisor.

### Education:

High School Diploma  
Melbourne Senior High School, Melbourne, FL

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