
Charge Entry Specialist Resume

Job Objective

Charge Entry Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

Summary of Qualifications:

- Substantial experience in medical billing and coding in an ambulatory setting
 - Thorough knowledge of CPT and ICD-9 coding and medical terminology
 - Familiarity with Medic & CORE systems, OccuSource, Billing & Collection Software, and protocols
 - Proficient with Microsoft Word and Excel
 - Sound ability to work under deadlines and multitask under deadlines
 - Excellent phone and communication skills
 - Ability to cope with changing environment
 - Superior organizational and intrapersonal skills
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Work Experience:

Charge Entry Specialist, May 2006 – Present
Concentra, Tucker, GA

- Performed on-site billing and collection for all Central Business Office.
- Interacted directly with on-site personnel.
- Computed all ancillary charges.
- Resolved billing and charge entry issues.
- Maintained time cards for payroll.
- Assisted with month end close.

Charge Entry Specialist, March 2003 – April 2006
HCA Healthcare, Tucker, GA

- Received and reviewed charge documents.
 - Ensured that the charge information provided is correct and accurate.
 - Balanced Charge Summary to tickets.
 - Ensured to keep the supervisor apprised of charge entry.
 - Billed and entered charges in a timely manner.
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Education:

Bachelor's Degree in Accounting, Kenyon College, Gambier, OH

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