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## Chart Auditor Resume

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### Job Objective

To secure a position with a reputable company in which to exercise my knowledge and training as a Chart Auditor.

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### Summary of Qualifications:

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- Remarkable experience in case management and in patient financial services
  - Good knowledge of charging and verifying internal documentations, APC payment structures and claim form
  - Strong Computer, audit, accounting, and medical records experience
  - Wide knowledge of medical terminology, anatomy, physiology and pathophysiology
  - Sound knowledge of CPT/HCPCS/ICD9 Coding
  - Outstanding ability to maintain confidentiality
  - Ability to generate reports on hospital integrated systems
  - Ability to read, write and follow written and verbal instructions
  - Strong organizational, customer service and communication skills
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### Work Experience:

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Chart Auditor, August 2005 – Present

CHW – St. Mary's Regional Medical Center, Milwaukee, WI

- Prepared requested audits after reviewing all accounts.
- Coordinated with all billing and audit activities.
- Conducted patient requested audits and responded to queries.
- Evaluated charging deficiencies and audited charts.
- Prepared random chart audits either concurrent or on retrospective basis.
- Ensured that appropriate payment has been made on the account based on verified benefits prior to audit.

Chart Auditor, May 2000 – July 2005

Connolly Healthcare, Milwaukee, WI

- Reported to the Revenue Audit Manager.
  - Reviewed patient billings for accurate billing, documentation.
  - Ensured that all discrepancies are communicated to appropriate departments.
  - Developed a concurrent audit utilizing the findings.
  - Managed to develop remedies for billing errors.
  - Performed related duties as needed.
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### Education:

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Bachelor's Degree in Business Administration, Middle Georgia College, Cochran, GA

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