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## Medical Billing And Coding Specialist Resume

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### Job Objective

To use my skills and abilities to obtain a position within an organization as a Medical Billing And Coding Specialist in my chosen field. Years of education and experience can help better the company as well

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### Highlights of Qualifications:

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- Experience in managing collection of medical payments for medicate according to regulations
  - Operational knowledge of medical coding
  - Thorough knowledge of registration systems and admission policy
  - Remarkable ability to multitask in a team environment
  - Exceptional ability to prioritize work and meet all deadlines
  - Excellent skills in computer systems
  - Profound skills in CCS and NCIS
  - Proficient in Microsoft applications
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### Professional Experience:

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Medical Billing And Coding Specialist  
Accountemps, Greenville, NC  
May 2006 – Present

- Managed and interpreted various medical languages and number codes.
- Prepared and compiled all medical charts to be presented to seniors.
- Coordinated with teams and performed required laboratory functions.
- Assisted students and provided a syllable with course objectives.
- Participated in various faculty meetings and provided professional help.
- Maintained professional relationships with students and documented procedures.
- Administered academic progress and provided required feedback.

Medical Billing And Coding Specialist  
Health.Career.Choices, Greenville, NC  
March 2003 – April 2006

- Evaluated all bills and ensured accuracy for documentation and coded procedures.
  - Prepared and evaluated medical records and coded it on various CMS and HCC categories.
  - Documented required paperwork for billing information.
  - Administered bills and analyzed it for any issues.
  - Ensured resolution for all discrepancies.
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### Education:

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High School Diploma  
Horizon High School, Scottsdale, AZ

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