
Medical Billing And Coding Specialist Resume

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

Highlights of Qualifications:

- 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:

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:

High School Diploma
Horizon High School, Scottsdale, AZ

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