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# MEDICAL BILLING ASSISTANT RESUME

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## Objective:

To obtain the position of Medical Billing Assistant in a company where I can excel and further enhance my ability to succeed in the workplace.

## Summary of Skills:

- Profound knowledge of Medical Assistant Specialists' principles and practices
- Familiarity with instruction, evaluation, and academic counseling
- Excellent management and communication skills
- Ability to judge instructors' competence

## Work Experience:

Medical Billing Assistant  
Accountemps, Joliet, IL  
August 2005 to till date

- Prepared and submitted clean claims to various insurance companies..
- Answered questions from patients, clerical staff and insurance companies.
- Identified and resolved patient billing complaints.
- Prepared, reviewed and sends patient statements.
- Evaluated patient's financial status.

Medical Billing Assistant  
United Sleep Diagnostics, Inc., Joliet, IL  
May 2000 to July 2005

- Performs daily backups on office computer system.
- Corrected and resubmitted claims to third party payers.
- Processed payments from insurance companies.
- Participated in educational activities and attended monthly staff meetings.

## Education:

Associate Degree in Medical Billing  
University of Utah, Salt Lake City, UT

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