
Medical Billing Clerk Resume

Job Objective

Seeking a Medical Billing Clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

Medical Billing Clerk
Mattapan Community Health Center, Irving, TX
May 2004 – Present

- Computed insurance and patient payments into Practice Management System.
- Managed to compute applicable payment reason codes or denial codes.
- Maintained quality results by following standards; and reported compliance issues.
- Balanced and posted payments against check totals.
- Produced all requisite reports as required by the management.

Medical Billing Clerk
Squirrel Hill Health Center, Irving, TX
March 2002– April 2004

- Managed to compute insurance claims to all third party payers.
 - Analyzed and corrected accounts on edit reports.
 - Managed to print and mail paper claims.
 - Reviewed demographic data on patient accounts.
 - Ensured accuracy and correctness of data for medical billing processes
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Summary of Qualifications:

- Wide experience in filing and processing medical bills
 - Ability to assess, compute and process claims
 - Skilled in handling huge volume of medical billings
 - Proficient in follow-up of claims on a timely basis
 - Expertise in documenting account activity on all patient accounts and medical billings
 - Excellent computer and data entry skills
 - Ability to interact with patients and medical staff
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Education:

Associates degree in Accounting
Cuyahoga Community College District, Cleveland, OH

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