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## Medical Billing Specialist Resume

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### Job Objective

To acquire a position as a Medical Billing Specialist that allows me to use my abilities to enhance and grow with the company

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### Highlights of Qualifications:

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- Admirable experience in managing medical bills in a health care environment
  - Operational knowledge of business office procedures
  - Deep knowledge of CPT and ICD-9 coding and GI procedures
  - Exceptional ability to identify and resolve issues
  - Remarkable ability to perform surgical and procedural coding
  - Excellent skills in ASC facility and related coding
  - Amazing skills to work on Microsoft application
  - Proficient in handling numeric data
  - Familiarity in multi line telephone systems
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### Professional Experience:

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Medical Billing Specialist  
INTEGRIS Health, Inc, San Francisco, CA  
May 2006 – Present

- Prepared claim related papers to be submitted to insurance companies.
- Monitored all inquiries by patients and clerical staff and resolved it effectively.
- Analyzed all claim denials and resolved any issues.
- Administered and performed collection related activities form patients.

Medical Billing Specialist  
Good Shepherd Medical Center, San Francisco, CA  
March 2003 – April 2006

- Evaluated all incoming correspondence and sorted it appropriately.
  - Analyzed rejections and denials and established valid reason for same.
  - Managed patient information and validated all processes.
  - Provided financial assistance to patients if required.
  - Documented collection activities in all medical billing systems.
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### Education:

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High School Diploma  
Centennial High School, Fort Collins, CO

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