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## Medical Chart Auditor Resume

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### Job Objective

I aim to secure a Medical Chart Auditor position within a growing company in which I can utilize my training and skills.

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### Summary of Qualifications:

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- Sound experience as medical chart auditor
  - Thorough understanding of Medicare and health care guiding principle
  - Good working knowledge of ICD-9, CPT, HCPC codes and the functions related to the internal and third party charge audit process
  - Amazing ability to review medical records accurately
  - Proficient on PC and related software programs
  - Excellent organizational and customer care skills
  - Strong analytical and intrapersonal skills
  - Strong verbal and written communication skills
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### Work Experience:

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Medical Chart Auditor, August 2005 – Present

Healthcare Billing and Management Association, Bensalem, PA

- Conducted pre-audit on all patients for accuracy of coding and prepared weekly status report.
- Documented and maintained audit records and logs.
- Provided professional expertise for specific coding issues.
- Assisted in coordinating work flow within the department to ensure that deadlines were met.
- Presented audit findings to customer as per medical policies and procedures.
- Ensured to get audit reports signed by the clients.

Medical Chart Auditor, May 2000 – July 2005

MRINetwork, Bensalem, PA

- Analyzed medical records, charge masters, sheets to identify trends and prepared reports.
  - Responded to complaint bills and provided observations and recommendations.
  - Managed to work directly with clinical and non-clinical staff.
  - Identified charging process and recommended changes accordingly.
  - Worked as an integral part of the CDM committee.
  - Ensured to keep abreast of all healthcare practices and financial regulations.
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### Education:

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Bachelor's Degree in Healthcare, Southwestern College, Santa Fe, NM

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