

Mark Medical

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Education

American Institute

West Hartford, CT

Medical Coding and Billing Diploma

August 2014

GPA: 3.75

Course Highlights: Anatomy & Physiology, Medical Insurance and Billing, ICD Medical Coding, CPT Medical Coding, Medical Law and Ethics, Healthcare Computer Applications

Professional Experience

Medical Billing and Coding

6/1/2014 – 9/1/2015

West Hartford Medical Center

West Hartford, CT

- Provide administrative support to physicians and interpret medical reports and data to assign ICD-9 and ICD-10 codes; enter diagnosis codes and patient information into billing software.
- Update and manage diagnosis lists, coordinate routine documentation and coding audits, and execute qualitative analysis of discharged charges.
- Follow and maintain currency on coding, sequencing, and procedures best practices and updates.
- Review and validate accuracy of charges, including dates of service, services provided, location, patient identification, and provider signature.

Medical Biller

8/1/2014 – 5/1/2015

Group Health, Inc.

East Hartford, CT

- Collected, posted, and managed patient account payments, and prepared and submitted claims forms to insurance companies and other third-party payers.
- Performed insurance verification, pre-certification, and pre-authorization.
- Entered procedure and diagnosis codes, and requisite patient information into billing software to streamline invoicing and account management; added modifiers, verified diagnosis, and coded narrative diagnosis.
- Responded to staff and client inquiries regarding CPT and diagnosis codes.

Additional Information

Fluent in Spanish

Medical Records Management

Registered Health Information Technician

ICD-9 and ICD-10 Coding

Customer Service Skills

HMOs and Medicare

Patient Confidentiality

Operations Management

Certification

Certified Professional Coder (CPC®)