

Mary Medical

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Education

American Institute West Hartford, CT
Medical Coding and Billing Diploma September, 2013
GPA: 3.75
Course Highlights: Anatomy & Physiology, Medical Insurance and Billing, ICD 10 Medical Coding, CPT Medical Coding, Medical Law and Ethics, Healthcare Computer Applications

Work Experience

Community Hospital West Hartford, CT
Medical Biller February 2014 - Present

- Examined patient encounter forms to verify diagnosis code, and reconcile codes against services rendered
- Followed up on past due invoices and delinquent accounts to reduce number of unpaid and outstanding balances
- Documented patient data and medical records, and performed routine medical record audits to comply with insurance company requirements
- Upheld and reinforced compliance with hospital policies and federal regulations such as HIPAA
- Reviewed and validated accuracy of charges, including dates of service, services provided, location, patient identification, and provider signature

Additional Information

Fluent in Spanish
Medical Records Management
Registered Health Information Technician
ICD-9 and ICD-10 Coding
Customer Service Skills

Certification

Certified Professional Coder (CPC®)