

ROBERT SMITH

Certified Coding Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Certified Coding Specialist with four years' experience in inpatient and outpatient coding. Certified in ICD-9 and ICD-10. Highly efficient, excellent multi-tasker, and demonstrated team player with a positive attitude. Seeking a position for inpatient or outpatient coding.

CORE COMPETENCIES

Scheduling Appointments, Organized, Time Management Skills.

PROFESSIONAL EXPERIENCE

Certified Coding Specialist

ABC Corporation - April 2012 – November 2013

Key Deliverables:

- Consistently ensured proper coding, sequencing of diagnoses, correct selection of DRG and procedures.
- Quickly responded to staff and client inquiries regarding CPT codes and other coding issues.
- Verified and abstracted all medical data to assign appropriate codes for hospital inpatient records.
- Appropriately and correctly identified errors and resubmitted denied/rejected claims.
- Interpreted medical reports to apply appropriate ICD or CPT codes.
- Queried physicians when a query was necessary.
- Provided education to physicians and other clinicians on documentation and coding guidelines.

Certified Coding Specialist

Delta Corporation - 2016 – 2017

Key Deliverables:

- Processed billing claims on centricity system which included corrections, and rebilling claims.
- Accessed programs through myhfs.gov and medi.com to confirm eligibility for Medicaid patients.
- Generated daily reports for health care providers.
- Processed patient medical payments including collections on delinquent accounts.
- Reviewed claims data to ensure assigned codes meet Medicare, Medicaid, and Commercial payer requirements.
- Conducted medical records research. Acted as coding liaison with physician practices to communicate changes in coding guidelines, regulatory requirements, and new edit implementation.

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EDUCATION

High school diploma in Certified through AHIMA as a CCS - (West Fargo High School)

