MIA TAYLOR
Charge Entry Specialist

✉ support@qwikresume.com   ☎ (123) 456 7899   ⦿ Los Angeles

🌐 www.qwikresume.com

👤 PROFESSIONAL SUMMARY

Bringing five years of specialized experience in charge entry and medical billing, I excel in the accurate submission of claims and the meticulous management of patient accounts. My proficiency in coding standards, including ICD-10 and CPT, has consistently led to reduced claim denials and enhanced revenue cycle efficiency. Passionate about driving operational excellence.

💻 WORK EXPERIENCE

Charge Entry Specialist/Executive
📅 Jan / 2022-Ongoing

Blue Sky Innovations   📍 Chicago, IL

1. Accurately entered charges, procedure codes, modifiers, and diagnosis codes into the billing database as submitted by charge providers.
2. Reviewed and validated documentation to obtain missing data and ensure completeness of claims.
3. Reported discrepancies in demographic and referral information to the department manager for resolution.
4. Maintained up-to-date knowledge of coding standards and federal regulations impacting billing processes.
5. Audited clinic encounter tickets to ensure proper linkage to CPT and ICD-10 codes.
6. Performed additional work duties and assignments as required to support team objectives.
7. Processed daily charges for all patients seen, ensuring accuracy and compliance.

Charge Entry Specialist
📅 Jan / 2020-Jan / 2022

Summit Peak Industries   📍 Denver, CO

1. Managed patient registration checks and resolved insurance discrepancies to facilitate smooth billing processes.
2. Maintained a clean and organized workspace to enhance operational efficiency.
3. Provided support to colleagues, fostering a collaborative work environment.
4. Responded promptly to emails and inquiries to streamline workflow and improve team productivity.
5. Utilized Microsoft Excel for data analysis and reconciliation tasks, enhancing reporting accuracy.

🎓 EDUCATION

Associate of Applied Science in Medical Billing
📅 Jan / 2018 - Jan / 2020

City College   📍 Phoenix, AZ

Focused on medical billing, coding standards, and healthcare administration.

💡 SKILLS

Charge Capture Accuracy

Claim Reconciliation

Medical Coding Compliance

Billing Software Proficiency

Data Entry Precision

✈ INTERESTS

★ Surfing   ◉ Martial Arts

🤝 Community Service   👥 Blogging

✊ STRENGTHS

⏳ Patience   ⚠ Perseverance

📅 Planning   ⚙ Positivity

🔤 LANGUAGES

80% English   80% Mandarin   80% Arabic

⭐ ACHIEVEMENTS

✦ Achieved a 30% reduction in claim rejections by implementing rigorous coding audits.

✦ Streamlined charge entry processes, improving submission turnaround time by 25%.

✦ Trained and mentored junior staff, enhancing team efficiency and accuracy in charge capture.