

# OLIVIA SMITH

## Medical Billing And Coding Specialist

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

🌐 www.qwikresume.com



### PROFESSIONAL SUMMARY

Detail-oriented Medical Billing and Coding Specialist with 10 years of experience in ICD-10, CPT coding, and insurance claims management. Proven track record in optimizing billing processes and ensuring compliance with regulations.

### WORK EXPERIENCE

#### Medical Billing and Coding Specialist

Seaside Innovations

📅 Dec / 2017-Ongoing

📍 Santa Monica, CA

1. Verified patient information and insurance details to ensure accurate billing.
2. Executed insurance verification, pre-certification, and pre-authorization processes efficiently.
3. Entered procedure and diagnosis codes into billing software with high accuracy.
4. Collaborated with clearinghouses to resolve claim submission issues promptly.
5. Maintained up-to-date knowledge of coding guidelines and insurance policies.
6. Conducted regular audits of billing records to ensure compliance and accuracy.
7. Trained new staff on billing procedures and coding standards to enhance team performance.

#### Medical Billing And Coding Specialist

Summit Peak Industries

📅 Dec / 2014-Dec / 2017

📍 Denver, CO

1. Managed medical billing and coding tasks with a focus on accuracy and compliance.
2. Utilized electronic health record systems to retrieve and process patient charts.
3. Ensured all medical charts were complete and signed by the physician.
4. Cross-checked completed charts against logs to confirm all records were accounted for.
5. Addressed issues related to delinquent medical records and chart retrieval.
6. Processed a high volume of paperwork efficiently while maintaining attention to detail.
7. Assisted in the development of billing policies to improve operational efficiency.

### EDUCATION

#### Associate of Applied Science

Southern Technical College

📅 Dec / 2011-Dec / 2014

📍 Denver, CO

Focused on medical billing and coding principles, including ICD-10 and CPT coding.

### SKILLS

Claims Processing

CPT Coding

ICD-10 Coding

Progress bars for Claims Processing, CPT Coding, and ICD-10 Coding

Claim Denial Management

Progress bar for Claim Denial Management

### ACHIEVEMENTS

- 🌟 Reduced claim denial rates by 30% through meticulous coding and documentation.
- 🌟 Achieved 98% accuracy in coding audits, ensuring compliance with industry standards.
- 🌟 Streamlined billing processes, resulting in a 20% increase in revenue cycle efficiency.