



# JAMES CLARK

## Medical Billing And Coding Specialist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Data Analysis



Presentation Skills



CPT Coding



ICD-10 Coding



Claims Processing



### 🎯 INTERESTS

📖 DIY Projects    📖 Crafting

📖 Meditation    📖 History

### 👊 STRENGTHS

📖 Humility    📖 Innovation

📖 Insightfulness    📖 Integrity

### 🗣️ LANGUAGES

🔄 English    🔄 Indonesian    🔄 Swahili

### 🌟 ACHIEVEMENTS

🌟 Achieved a 98% accuracy rate in coding and billing processes.

🌟 Reduced claim denials by 30% through meticulous documentation and follow-up.

### 👤 PROFESSIONAL SUMMARY

Detail-oriented Medical Billing and Coding Specialist with 5 years of experience in accurate coding, claims processing, and insurance verification. Proven track record in optimizing billing processes and ensuring compliance with regulations.

### 💻 WORK EXPERIENCE

Medical Billing and Coding Specialist III

📅 Dec / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Evaluated provider charges for accuracy, including service dates, procedures, and diagnoses.
2. Processed appeals and filed claims to ensure timely reimbursement.
3. Submitted refund requests for erroneous payments, enhancing financial accuracy.
4. Ensured timely charge submissions through electronic capture and clearinghouse systems.
5. Informed patients of financial responsibilities prior to service delivery, improving transparency.
6. Maintained up-to-date knowledge of insurance requirements and patient financial obligations.
7. Conducted quality control on data entry to verify correct posting of claims and payments.

Medical Billing And Coding Specialist

📅 Dec / 2019-Dec / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Maintained patient records and insurance files using accurate CPT and ICD-10 coding.
2. Posted charges for clinical, hospital, and home health services efficiently.
3. Submitted electronic and paper claims to insurance and third-party carriers promptly.
4. Posted payments to patient accounts, ensuring accurate financial records.
5. Followed up on claim denials with insurance carriers to resolve issues swiftly.

### 🎓 EDUCATION

Associate of Applied Science in Medical Billing and Coding

📅 Dec / 2017 - Dec / 2019

Southern New Hampshire University

📍 Chicago, IL

Focused on medical coding, billing practices, and healthcare regulations.