# ROBERT SMITH

## Jr. Medical Billing and Coding Specialist

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Detail oriented, quality focused, medical billing and coding specialist with 4+ years providing administrative and patient support in a busy medical office setting serving diverse populations. Currently planning on relocating and looking for a position in the Tampa area.

**JANUARY 2013 – 2019**

### JR. MEDICAL BILLING AND CODING SPECIALIST - URBAN FAMILY PRACTICE

- Improved revenue for group practice by identifying and rectifying inconsistencies and precisely completing appropriate claims paperwork, documentation and system entry.
- Correctly coded and billed medical claims for group practice.
- Researched newly identified diagnoses and/or medical procedures to expand skills and knowledge.
- Audited CPT and ICD-9, ICD-10 coding discrepancies for compliance and reimbursement accuracy.
- Interacted with providers and other medical professionals regarding billing and documentation policies, procedures and regulations.
- Submitted electronic/paper claims documentation for timely filing.
- Posted and reconciled insurance and patient payments.

**2009 – 2013**

### MEDICAL BILLING AND CODING SPECIALIST - MAXIMUM HOME HEALTH CARE, INC

- Evergreen Park, IL Certified Home Health Billing and Coding Improved revenue for Provider by 25% with the same patient load.
- Ensure claims where sent within 48 hours of open.
- Set up new patient accounts and medical records.
- Assign ICD-9 codes to physician diagnosis and insure correct level of care.
- Insure accuracy of insurance claim; follow up on insurance collections and pre-authorizations, submission of electronic claims to clearing house.
- Performed all of the ICD-9 Coding remotely for 3 States (Illinois, Indiana, and Florida).
- Insurance verification and Batch submissions..

## EDUCATION

Registered Medical Assistant - (University at Buffalo Educational Opportunity

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Center - Buffalo, NY)

## SKILLS

Microsoft Office.