

Robert Smith

Sr. Medical Billing and Coding Specialist

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Address: 1737 Marshville Road, Alabama

SUMMARY

Certified Professional Coder professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability. Interested in part-time, evening and weekend coding experience to develop additional specialty skills.

SKILLS

Medical Terminology, Medical Records, 10-Key, Medical Billing, Legal Research, Excel, Insurance Verification, Insurance.

WORK EXPERIENCE

Sr. Medical Billing and Coding Specialist

Neurosurgery Of South Kansas City Medical Group - December 2014 - 2019

- Correctly codes and bills medical claims for various hospital physician billing.
- Conscientiously reviewed medical record information to identify appropriate coding based on CMS HCC categories.
- Verifies provider documentation and coding is correct according to NCCI Obtained information about clients medical history, drug history, complaints and allergies.
- Scheduled and accompanied clients to medical appointments.
- Performed clerical duties, such as word processing, data entry, answering phones and filing.
- Reported any unusual circumstances in the patients condition or environment.
- Managed wide variety of patient service and administrative tasks to resolve patient issues quickly and efficiently.

Medical Billing And Coding Specialist

ABC Corporation - 2012 - 2014

- Used software tools including Paradigm Electronic Health, Administered returned mail and corrected customer information.
- Investigated account errors and discrepancies.
- Answered inquiries about billing errors;.
- Verified accuracy of billing data and revised errors.
- Experienced in accounts receivable.
- Performed data entry.
- ICD 9 Coding.

EDUCATION

Human Sciences in Sciences - August 2008(Metropolitan Community College - Lees Summit, MO)