

# **CERTIFIED MEDICAL BILLER / CLAIMS PROCESSOR**

**Innovative Placements**

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## **SUMMARY OF QUALIFICATIONS**

Professional, certified Medical Biller with recent training in all aspects of medical terminology, billing and coding and medical claims processing. Experienced in using Windows and Microsoft Office programs. Excellent organizational skills, team player who enjoys working in groups or individually, and quick learner. Extensive customer service and sales background with an emphasis on consistent customer satisfaction and developing repeat clientele.

### **SKILLS:**

- Medical Terminology
- CPT
- ICD-9 Coding
- Medical Claims Processing
- Keystrokes 50+ WPM
- Medent Software
- Electronic Medical Records
- Microsoft Word
- Managed Care
- Medicare, Medicaid, Worker's Compensation

### **EDUCATION:**

Erie1 BOCES, Workforce Development Center  
1526 Walden Ave. Cheektowaga, New York 14225  
**Certificate Program – Medical Billing (220-hour course)** July, 2010 – October 2010

Frontier High School  
**High School Diploma** 2002

### **EMPLOYMENT:**

Big Lots, Inc., Hamburg, New York  
**Sales Associate** August, 2004 – January 2009

- Customer Service (answered phones and in-store customer questions and merchandise)
- Reconciled cash drawer
- Inventory control
- Priced merchandise
- Marked ad items throughout store
- Straightened merchandise on floor and shelves
- Adhered to store policies, procedures and safety regulations