

Gina Biller

123 Maple Tree Lane □ Hoover, AL 35216 □ (205) 555-5555 □ sampleresume@gmail.com

Medical Billing Specialist

Detail oriented quality focused professional billing specialist. Successful track record handling complicated assignments. Highly experienced In reconciling insurance and patient payments and resolving account disputes. Proficient in a variety of practice management software applications. Dedicated to maintaining strict patient confidentiality.

KEY SKILLS

- ICD-9, CPT-10, & Medical Terminology
 - Medical Insurance
 - Excellent Interpersonal Skills
 - Excellent Phone Skills
 - Various Practice Management Software
 - Claim Entry & Payment Posting
 - Records Organization & Management
 - Insurance & Patient Aging
 - HIPAA Compliance
 - Online Claim Submission & ERA
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PROFESSIONAL EXPERIENCE

Medical Billing Specialist, Advanced Reimbursement Solutions, Trussville, AL, 10/2002 to Present.

Responsibilities & Results:

- Improved revenue for most recent provider over 32% with same patient load
 - Experienced billing for Family Medicine, Ophthalmology, Dermatology, and Mental Health specialties
 - Ensure claims are entered and submitted with 48 hours of receipt
 - Accurately apply payments to patient accounts
 - Post and reconcile insurance and patient payments. Research and resolve incorrect payments, EOB rejections, and other issues with outstanding accounts
 - Insure accuracy of insurance claims. Verify correct ICD-9 and CPT codes for a variety of specialties
 - Set up new patient accounts
 - Assign ICD-9 to physicians diagnosis and insure correct level of service and various other CPT codes
 - Set-up practice management software for submission of electronic claims to clearinghouse. Work with clearinghouse to resolve file compatibility issues
 - Retrieve Electronic Remittance Advice (ERA's)
 - Send secondary claims upon processing of primary insurance.
 - Monthly processing of Patient statements. Answer and resolve patient billing inquires
 - Follow up on Insurance and patient aging. Re-submit insurance claims as necessary. Knowledgeable in timely filing restrictions
 - Insure office practices are in compliance with HIPAA regulations
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TECHNOLOGY SUMMARY

MS Office (Word, Excel, Outlook) □ Lytec □ AltaPoint □ QuickBooks □ MediSys □ MediNotes

EDUCATION & CERTIFICATION

Diploma - Medical Billing and Coding, Virginia College, Birmingham, AL, 1999
Associate of Healthcare Reimbursement – Virginia College, Birmingham, AL 2003
Certified Coding Associate – American Health Information Association (AHIMA), 2004