

# Gina Biller

---

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

---

## 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 inquiries
- 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

---

## 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