**BETSEABASI**

**betseudosen@yahoo.com I 346-970-7153**

**Summary**

Results driven Medical Biller with over 3 years of hands-on experience in account management, revenue generation and medical billing and coding. Accomplished in developing strategics to improve workflow and processes, and actualizing procedures to enhance revenue generation.

**Experience**

**Gryphon Healthcare I Cypress, TX 07/2019 - Present**

Health Information Management Specialist

* Assembling, analyzing, auditing discharged charts, and maintaining an organized system for staff notification of record deficiencies.
* Planning, developing, maintaining, and operating varieties of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information.
* Identifying, compiling, abstracting, and coding patient data using standard classification systems.
* Preparing statistical reports, narrative reports, graphical presentations of information, monitoring and updating correspondences with logging system (SMARTSHEETS).

**Baylor College of Medicine I Houston, TX 07/2018 - 07/2019**

Medical Billing Specialist

* Insurance verification, pre-certification, and pre-authorization, Charge entry, claims processing, payment posting, and reimbursement management.
* Examining patients' encounter forms to verify diagnosis codes and reconcile codes against services rendered.
* Accurately inputting procedure and diagnosis codes into billing software to generate invoices.
* Documenting patients’ data and medical records and perform routine medical record audits to comply with insurance company requirements.
* Collected, posted, and managed patient account payments, and prepared and submitted claims forms to insurance companies and other third-party payers.
* Facilitate accurate and timely billing by comprehensively researching and reconciling customer accounts, invoices, and billing issues.

**Orthopedic Associates L.L.P I Houston, TX 02/2018 - 05/2018**

Patient Access Representative

* Recording important patient information, including insurance information.
* Relaying necessary information to patients, providing them with necessary updates.
* Obtaining pre-approval for treatment and making sure patients have proper post-treatment instructions

**ZARA US INC - Cashier I Customer Service Representative 04/2015 – 02/2018**

**Education and Training**

* DomiTech Systems I Houston Tx 07/2021 – Present

Certification in IT Risk Management and Cyber Framework Development

* College Of Healthcare Professions I Houston Tx 07/2019 – 07/2020

Associate of Science in Health & Medical Administrative Services

* College Of Healthcare Professions I Houston, Tx 05/2018 – 05/2019

Certification in Medical Billing & Coding – Health Information Technology

* Babcock University I Ogun State, Nigeria 08/2010 – 12/2014

Bachelor of Science in Banking & Finance

**Skills**

* Patient Confidentiality/ HIPAA
* CPT/ ICD- 10 & HCPCS codes
* EMR/Medical Records Management
* Highly Proficient Customer Service
* Highly Proficient in Microsoft Office, Adobe Acrobat Pro and Smartsheets
* Medical Terminology, HMOs and PPOs, Knowledge of medical claims and their provider portals.
* Highly Proficient in the use of Medical Software’s; Aethna, Epic, Centricity, CollaborateMD, AdvancedMD, GoRev, Ebridge, Docutap, Meditouch/NextGen Fusion, NextTech Cloud, T-System, E-Power, EventCare, CodingPlatform

**Certification**

Nationally Registered Certified Coding Specialist (NRCCS), HIPAA Certification, CPR/ AED License