

# Jessica Fink

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## Work Experience

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### **Account Specialist**

Canyon Medical Billing - Las Vegas, NV  
August 2018 to January 2020

Customer service, Attorney liens, heavy phones, research, data entry

### **Medical Biller/Lien Coordinator**

Alpha Medical Group - Las Vegas, NV  
July 2014 to June 2018

All coding and posting of charges and payments. Patient contact, collections and statements. Attorney liens coordination for MVAs. Follow up, denials and aging reports.

### **Medical Biller and Coder**

Breastcare, LLC  
July 2010 to April 2013

Charge and payment posting, coding, claim submission, denials, collections

### **Medical Biller/Lien Coordinator**

Radar Medical Group, LLC - Las Vegas, NV  
November 2008 to June 2010

Patient contact, Attorney liens, collections, denials and appeals

### **Medical Biller**

Cancer & Blood Specialists of Nevada  
January 2005 to February 2008

Patient contact, denials, appeals, patient assistance programs and collections

## Education

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### **High School Diploma**

Edward W. Clark High School

## Skills

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- Fast learner, very detail oriented, people person with a heart of gold. Customer Service (10+ years), Medical Billing, Medical Coding, Medical Insurance (10+ years)

## Assessments

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### **Scheduling — Proficient**

July 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d0d041015bcd8e2ecb2a4758bc73a5d1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d0d041015bcd8e2ecb2a4758bc73a5d1eed53dc074545cb7)

### **Accounting: Basic Principles — Completed**

August 2019

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/14cccddb6edacce4daf02feb51b52a1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/14cccddb6edacce4daf02feb51b52a1eed53dc074545cb7)

### **Receptionist — Expert**

October 2019

Evaluates the knowledge and skills essential to receptionist jobs.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/df471a0fad89948699c25362500c0bd0eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/df471a0fad89948699c25362500c0bd0eed53dc074545cb7)

### **Filing & Organization — Highly Proficient**

October 2019

Arranging and managing information or materials using a set of rules.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cdcbb658e8c4d6ec159434617c393201eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cdcbb658e8c4d6ec159434617c393201eed53dc074545cb7)

### **\*~\*Front Desk Receptionist/Office Assistant\*~\* — Expert**

August 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cfe300d33a2b771a9991040a075bcf5eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cfe300d33a2b771a9991040a075bcf5eed53dc074545cb7)

### **Conscientiousness — Expert**

September 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/445d23557f215af07162390858236dc0eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/445d23557f215af07162390858236dc0eed53dc074545cb7)

### **Medical Billing — Highly Proficient**

December 2019

Understanding the procedures and forms used for medical billing.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/76437e0c03dc9d4185e48b74e9e571cdeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/76437e0c03dc9d4185e48b74e9e571cdeed53dc074545cb7)

### **Business Math — Highly Proficient**

October 2019

Measures a candidate's ability to use basic math to solve problems in a business context.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/5bea5dcd80b070fe29530f545f7e8b61](https://share.indeedassessments.com/share_to_profile/5bea5dcd80b070fe29530f545f7e8b61)

### **Data Entry — Highly Proficient**

August 2019

Entering data quickly and accurately.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0f7e6e4e522373dcd825bbb3b7c67df8](https://share.indeedassessments.com/share_to_profile/0f7e6e4e522373dcd825bbb3b7c67df8)

### **Case Management & Social Work — Highly Proficient**

August 2019

Prioritizing case tasks, gathering information, and providing services without judgment.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/01cb53a00c774f12a34f6d42d84dad3aead53dc074545cb7](https://share.indeedassessments.com/share_to_profile/01cb53a00c774f12a34f6d42d84dad3aead53dc074545cb7)

### **Logic & Critical Thinking — Highly Proficient**

July 2019

Using logic to solve problems.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/269d205d79aaa090ff2010548846ee71eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/269d205d79aaa090ff2010548846ee71eed53dc074545cb7)

### **Verbal Communication — Highly Proficient**

July 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/99895eea232f16d87b6d82844cb48772](https://share.indeedassessments.com/share_to_profile/99895eea232f16d87b6d82844cb48772)

### **Electronic Medical Records Knowledge — Highly Proficient**

June 2019

Measures a candidate's knowledge of EMR data and associated privacy regulations, as well as best practices for EMR use.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/acf20503a86e058c5cfb6a64baaf8f96eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/acf20503a86e058c5cfb6a64baaf8f96eed53dc074545cb7)

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