

ROBERT SMITH

Outpatient Coder III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Had experience in patient demographics, collection of insurance payments, verifying insurance, scheduling patients. While working and scheduling patients have learned that schedules do not always work. Many times called patients to reschedule due to additional surgeries and more than just once in the same day. Before becoming an employee of SCKRMC served on the Facilities and Safety Committee of the hospital. These members were appointed by the city commissioners.

CORE COMPETENCIES

Exceptional customer relations, strong interpersonal and problem solving .

PROFESSIONAL EXPERIENCE

Outpatient Coder III

ABC Corporation - May 2000 – March 2008

Key Deliverables:

- Worked with the insurance billers on specific requirements of different insurance companies.
- Assisted with ER encounters.
- Responsible for coding Emergency Room, Outpatient, and Outpatient Surgery records Worked closely with Directors and physicians Verify record for a .
- Applied ICD-9 codes and CPT codes to all outpatient tests and labs that were done at the hospital.
- Coded different claims such as, Observations (OBV), Emergency Medicine (ER), Recurring Diabetes Resource (RDR), Recurring Infusion Therapy (RIT).
- Experienced using various computer coding software programs such as, Epic 360, Quest, 3m Encoder, PaperVision, Star Navigator, Intellicure.
- Coded and audited outpatient clinics within Malcolm Grow Hospital.

Outpatient Coder

Delta Corporation - 1995 – 2000

Key Deliverables:

- DOD contract.
- Coding ancillaries, same day surgeries, and ED records.
- City, KS When I first began work at SCKRMC it was a position at the Emergency Room Registration desk on the 11 pm to 7 am shift.
- After a few years a position opened up for an Outpatient Coder.
- They decided to look for someone in house and due to my interest I was given the job.
- As an outpatient coder I coded charts for outpatient services.
- First began with the basics like lab, x-ray, etc.

ROBERT SMITH

Outpatient Coder III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

- High School Diploma in General - (Arkansas City City Senior High School - Arkansas City, KS)