

ROBERT SMITH

Medical Coding Specialist II

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SUMMARY

Assigned ICD 9 codes to outpatient records and reconciled insurance coverage for DRG compliance Query the physician as needed, Participate in the mentoring process to establish and maintain quality performance standards, Educate providers on documentation guidelines and area of needed improvement for revenue purposes.

SKILLS

ICD9/CPT Coding, Microsoft-Word & Excell, Typing 48 Wpm With Proof Of Certification, Billing And Qualifying Medical Insurance, Customer Service, Medical Collections.

WORK EXPERIENCE

Medical Coding Specialist II

ABC Corporation - 2003 – 2008

- Attend workshops and company in-services to ensure quality assurance.
- Successfully completed companies 12 week training course in anatomy & physiology, medical terminology, ICD-9 and CPT coding systems.
- Performed random audits on billed charges and physician documentation.
- Provided documentation support and feedback to insurance carriers and providers.
- Responsible for accurately coding E/M visits, consults, vein mapping, and surgery charges on a daily basis.
- Reviewed patient medical charts to code and prepare to be sent to the insurance company.
- Currently coded urology hospital procedures, in office procedures as well as E&M inpatient and outpatient and ED coding.

Medical Coding Specialist

Delta Corporation - 2000 – 2003

- Errors found on patient charts;e.g.
- insufficient E/M visit info., chart info not completed for coding and billing purposes, and incorrect provider error info are sent to specific .
- Coding charts using Medicare guidelines.
- Las Vegas, NV/Specialty Medical, Pahrump, NV - 2010-2013 Medical Coding (Office Visits, Clinical) - 3M Encoder Experience Administrative Assistant to .
- Notable Achievements Asked to act as Physicians Administrative Assistant to assist in office operations.
- This is Dummy Description data, Replace with job description relevant to your current role.
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SCHOLASTICS

- AAS in Information Management - 1998(Monroe Community College - Henrietta, NY)