ROBERT SMITH

Assistant Medical Coding Specialist I

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To obtain employment as a Medical Billing and Coding Specialist utilizing knowledge of medical terminology, insurance policies, and extensive knowhow of ICD-10, CPT, ICD- 9, HCPCS.

NOVEMBER 2015 – 2020
ASSISTANT MEDICAL CODING SPECIALIST I - DR. JEROME WEISKOPF

- Reviewed the complex medical records and accurately codes the primary/secondary diagnoses and procedures using ICD-10CM and CPT coding conventions.
- Effectively appllied ICD-10 and CPT coding guidelines to inpatient and outpatient diagnoses and procedures.
- Correlated information from approved clinical documentation not limited to Pathology, Radiology, and/or other Physicians Consultations after review by Attending Physicians, wherever appropriate.
- Advised nursing staff and patient accounts department in their ICD selection.
- Performed ICD-9-CM analysis on admissions, and recertifications.
- Troubleshoot for QI manager, ICD problems in submitted billing.
- Evaluated quality of coding on OASIS before submission to Medicare.

2011 – 2015
MEDICAL CODING SPECIALIST - DELTA CORPORATION

- Supply CPT and ICD-9 codes for up to 70 operative notes daily for billing Review medical charges for accuracy before claim submission Analyze x-rays
- ANTHONYS MEDICAL CENTER ROCKFORD, IL Phlebotomist PBT (ASCP) Draws blood from patients for analysis/medical purposes Assembles equipment
- according to requirements for specified tests or procedures Maintains proper procedures and standards that are used for positive patient identification
- Trains all new Phlebotomists Coding Specialist Responsible for evaluating medical record documentation to ensure that diagnostic and procedural codes
- accurately reflect and support the outpatient visit Performed the tasks of interpreting medical information like diagnostic procedures, diseases and
- symptoms Handle responsibilities of reviewing Medicare reimbursement claims before submission to minimize claim denial Medical Billing Specialist Use coded
- data to produce and submit claims to insurance companies Work directly with insurance company, healthcare provider, and patient to get a claim paid Review and appeal unpaid and denied claims Handle collections on unpaid accounts Managed the facilities Accounts Receivable report.

EDUCATION

Medical Terminology - (ROCK VALLEY COLLEGE - Rockford, IL)

SKILLS

ICD-9 ICD-10 Medical Coder.