

# Sharie Perkins

## Medical Billing

Rialto, CA

reeree78@gmail.com - 931-980-9677 (cell) 909-961-7515 (home)

To be an active employee who contributes to the Mission, Vision, and Values of a company. To give excellent performance, translate my experience, knowledge, skills and abilities into value for the organization.

Willing to relocate to: Rancho Cucamonga, CA - Ontario, CA - Riverside, CA

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Medical Collections Specialist

Parallon - Corona, CA - August 2015 to Present

8/2015-PRESENT

Contact clients about overdue bills and accounts via telephone. Try to collect payments on overdue bills. Offer lower interest payments, payment assistance or create individually tailored payment plans unique to a person's financial situation in order to facilitate payment.

#### Claims Analyst

ARx - Franklin, TN - September 2014 to May 2015

9/2014- 5/2015

Followed up with commercial and government payers regarding claim status. Verified status of pending claims or the denial reason of the claim if any. Initiated appeals process for denials with supported documentation. Identified and corrected billing errors for IP and OP claims and resubmitted for payment. Communicated with insurance companies regarding benefits and any balances due. Reviewed EOB's and identified contractual issues that were inconsistent per the contract.

#### CAREGIVER

In Home Supportive Services - San Diego, CA - May 2006 to April 2010

5/2006- 4/2010

Assisted elderly and disabled clients with personal grooming; skin care, hair, nails and oral care. Assisted with bathing dressing and personal hygiene. Accompanied and transported clients to and from medical appointments. Ran errand and performed light housekeeping duties including cleaning and laundry. Assisted with grocery shopping and preparing and serving meals.

### EDUCATION

#### Phlebotomy Certificate

Fayetteville Technical Community College - Fayetteville, NC

2013 to 2013

#### GED

Virginia Department of Education - Halifax, VA

2012 to 2012

#### Medical Billing & Coding Certificate

Concorde Career College - San Diego, CA

2004 to 2004

#### ADDITIONAL INFORMATION

##### SKILLS & ABILITIES

- Willingness to learn
- Proficient in Microsoft Office, Excel, and 10 key
- Ability to maintain confidentiality
- Attention to detail, reliable, and punctual
- Excellent reading, writing, communication, and organizational skills