Chericia D. Cole, CCA

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Currently seeking new opportunities in field to expand on medical billing and coding expertise. Formally educated with a Health Information Technology degree, and scheduled to become RHIT certified. Seeking a role in an organization where my skills in medical coding, billing, data entry customer service and office administration can be contributed towards the success of the organization.

EDUCATION

Rasmussen College 2013-2014

Brooklyn Park, MN

**Associate of Applied Science: Health Information Technician**

* Course work focused on*: Health Information Laws and Ethics, ICD-10-CM, Healthcare Systems, Quality Analysis and Management, Management of Health Information Services, Health Care Information Technologies*

**CCA – Awarded from AHIMA** 11/2013

Herzing University, Crystal, MN 2010-2012 **Associate of Applied Science Degree: Medical Billing and Coding**

* Course work focused on: *ICD-9-CM, ICD-10-CM, CPT, HCPCS, Medical business office procedures, Medical Terminology, Medical billing, Insurance procedures, Anatomy and Physiology, HIPAA and Medical business operations*

EMPLOYMENT EXPERIENCE

**Brookdale, Edina, MN** 2015-2016

*Coding Specialist*

* Reviewed submitted patient medical documentation within the EHR HCHB assigned correct ICD-9-CM and ICD-10-CM diagnosis codes
* Reviewed Oasis clinical submissions communicated discrepancies with clinicians in person, phone or email
* Prepared daily Excel reports submitted to the Manager/Supervisor
* Attended educational programs for continued company compliance

**Integrated Home Care, St. Paul, MN** 2014 - 2015

*Home Care Coder*

* Reviewed patient medical records within Epic EHR and assign the proper ICD-9-CM codes to diagnoses
* Reviewed/Audited Oasis selections made by clinicians selecting correct submission responses when needed
* Communicated with clinical staff of needed documentation within the EHR
* Attended education sessions to remain up to date with current laws and regulations

**Wellpoint, Eagan, MN** 2012-2013

*Data Entry Operator*

* Preprocessed dental claim forms selecting correct provider for correct reimbursement
* Processed on average over 900 dental claims with 98% accuracy per week
* Assisted team with completion of various projects

**Meritain Health, Plymouth, MN**2012-2012

*Data Entry Operator*

* Preprocessed dental, CMS-1500 and Rx claim forms with 99% accuracy
* Calculated and entered EOB information into claims review system
* Updated provider tax W-9 information into provider maintenance database

**Dermatology Specialists PA, Edina, MN**2011-2011

*Internship*

* Verified patient insurance eligibility using various insurance websites
* Reconciled appeals/deficiencies with the correct ICD-9-CM, CPT and HCPCS codes
* Prepared and sorted billing forms for timely scanning into EHR system
* Updated patient insurance information into EHR system

**Wecsys LLC, Brooklyn Park, MN**2005-2010

*Customer Service Representative*

* Received and directed high volume of customer calls on average 500+ per week
* Placed customer purchase orders for government agencies and military branches paying close attention to confidential and sensitive government information.
* Exceeded Department’s goal of satisfying 40 or more customers per day
* Trained new associates