**Monica C. Kick**

2525 31st Avenue South

Minneapolis, MN 55406

(970) 373-8299

Monica.C.Kick@gmail.com

**Employment**

**Medical Billing Specialist                                  August 2015- June 2016**

Catalyst Mental Health

Minneapolis, MN

Credentialed providers, entered client demographics in database, verified insurance plans and benefits and obtained prior authorization for services as needed. Assisted in transitioning billing software system from third party billing to in-house billing system. Submitted X12 and 1500 claims electronically through Availity claims platform. Conducted investigations for rejected EDI claims according to timely filing guidelines, thereby increasing revenue. Processed collections and payment plans on delinquent accounts. Applied payments to client balances, handled and deposited funds. Maintained up-to-date billing systems, created and sent invoices. Researched and resolved billing discrepancies.

**Customer Licensing Coordinator                                 September 2013-April 2015**

Animal Health International

Greeley, Colorado

Maintained license database for multiple types of product licenses to ensure prompt execution of sales orders. Assisted customers and field sales with obtaining proper licensure. Implement and maintain systems for proactively renewing and tracking expiring licenses with minimal impact on customers and sales. Focus on streamlining proactive processes to ensure orders are processed and shipped according to client expectations.

**Business Office Coordinator                                 September 2011-September 2013**

Lemay Avenue Health & Rehab

Fort Collins, Colorado

Initiate Insurance Verifications, set up patient billing, demographic and documentation information EMR software, know and communicate patient insurance coverage and plans. Inform patients of changes in coverage. Billed for SNF services including room and board, DME, Oxygen and medications. Collection on delinquent accounts. Monitor and initiate filing of PETI’s, Medicaid redeterminations and Medicaid based programs. Communicate patient progress with Medicare A&B programs within regulated guidelines. Accurately complete documentation for authorizations when applicable. Maintained and managed resident trust accounts and quarterly statements. Maintain records and charts in compliance with State guidelines and HIPAA.

**Relevant Skills:**

-Knowledge of insurance verification and eligibility process and able to navigate EOBs and statements.

-Type 75 wpm, Ten-key 9,000 kph

-Proficient in many software systems including Matrix, ADP, PeopleSoft, SAP, AS/400. Proficient in MS Office.

-I value processes and systems and closely adhere to set standards while remaining flexible within a team.

-Currently enrolled in AAPC medical billing and coding certification course.

**Professional References Available Upon Request**