Martia VanEtten

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Medical Billing and Coding Specialist

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| Education | | | | | | |
|  | | Billing/Coding Specialist — Certification in August 2012 – CPC-H Certification in October  Clark Community College — Vancouver, WA | | | | |
| Relevant Studies and Experience:   * ICD-9-CM * CPT * HCPCS * ICD-10-CM * ICD-10-PCS * Medical Terminology I and II * Anatomy and Physiology * Study of Disease * Medical Reimbursement * Health Information Procedures * Legal Aspects of the Medical Office * Legal Aspects of Health Information Procedures   Associate of Applied Science in Business Technology  Chemeketa Community College — Salem, OR | | | | |
| Key Skills | | | | | | |
|  | Skills  “Soft” Skills | | Firmly rooted knowledge-base in techniques and guidelines of medical billing and coding.  Superior customer service.  Always professional, with an upbeat attitude. Continually work to improve processes and at ongoing education. | Understanding of medical terminology, anatomy, and physiology of the human body.  Excellent communication, interpersonal, and organizational skills. Detail oriented and industrious. | | Records Management  Spreadsheets/Reports  Inventory Management  Inv. Planning, Analysis  Self-motivated, reliable, resourceful, honest, and competent. I take pride in my work. |
|  | Computer Skills: | | Encoder  MS Word  MS Excel  MS PowerPoint | MS Outlook  MS Access  Inventory Software | | MS Publisher  Adobe Photoshop  Adobe PageMaker |
| Work Experience | | | | | | |
|  | | Buyer/Expediter, 2003 - 2010  Johnstone Supply — Portland, OR | | |  | |
| * Monitor and ensure availability of adequate inventory to fulfill 365 store’s requirements. * Additionally forecast, order, maintain inventory for monthly flyers and promotional programs. * Continually analyze processes, exceptional usage activities, and data integrity. * Daily interaction with vendors, Johnstone stores, and 5 distribution centers.   Intern-Technical Writer 2003  Oregon Department of Human Services — Salem, OR   * EXPRS Payment System–a $2.5 million software development project. * Specifically wrote business processes describing proposed functionality for new process module for payments to Medicare beneficiaries in Oregon.   Inventory Manager 1998 - 2001  AgriFrozen Foods — Salem, OR  Reconciled inventory at consigned warehouses across the country. | | | | |