**Christina Reis**

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**Financial Coordinator**

My extensive experience in the Medical Billing Industry gives me the ability to keep my job tasks current and in orderly fashion. I care about my doctors’ and office staff concerns and goals. My daily functions in the office are always a professional journey as to where I am available to solve problems and conflicts on my own ability due to my education in leadership and management.

Expertise and Career Highlights Include

* Account receivable/Accounts payable
* Customer service
* Medical billing records

Also skilled in:

Cashier operations / Collections calls / Arrange payments of medical bills / Medical terminology / ICD9 and CPT coding/Transworld collections

**Professional Experience**

Fanno Creek Clinic

01/2013 to Current

**Credential Specialist/Behavioral health Coordinator**

My credential specialist position consists of licensing 18 doctors. I maintain all licensing that is new or requires renewal. I complete all Oregon credentialing information to Medicare, Medicaid, and commercial insurances. I process DEA applications, and maintain all credentialing binders to confirm all licensing is up to date

My behavioral health coordinator position consists of verifying all insurances to confirm they are active. I also submit authorizations and referrals for behavioral health outpatient services, explain all benefits to patients, and regulate all incoming and outgoing calls regarding behavioral health patients. Centricity software.

NW Cardiologists, PC – Portland Oregon 10/2011 to 12/2012

**Financial Coordinator**

My financial Coordinator position consists of obtaining referrals and authorizations from patient’s primary care providers. I also verify insurance and coordinate benefits with outside insurance companies as well as outside resources. The following list of equipment and skills are used frequently:

Electronic medical record / Word / Outlook / Accounts receivable / Accounts payable / Customer service

Cashier / Collections / Arrange payments of medical bills / Medical terminology / ICD-9 and CPT coding

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Oregon Cardiology – Portland Oregon

10/2009 to 09/2011

**Office Manager (One Person Office)**

As a one person office manager, I exceeded in managing multiple tasks on a daily basis. I performed as a receptionist/scheduler, banker, tax assistant, and any other duties at the doctor’s request. The following list is the equipment and skills I used within this position.

Multiple Phone Lines / Electronic Medical Records / Quick Books / Excel / Word / Outlook / Mac Practice and Medical Insurance Biller

Legacy Health System-Portland, OR

05/2008 to 05/2009

**Financial Counselor**

My position consisted of collections from a phone queue line. I also assisted patients, doctors, medical insurance companies, lawyers and many other professional organizations regarding outstanding medical claims. The following list describes the equipment and the skills used to perform all job related tasks:

Multiple phone lines / Electronic medical records / Word / Excel / Outlook / Fax / Copy machine /

Collections / Follow up / Auditor / Accounts receivable and Medical terminology

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**Education & Affiliations**

**M.A. of Management and Organizational Leadership** - Warner Pacific College-Portland, OR USA

**B.S. in Human Development** - Warner Pacific College-Portland, OR USA

**Insurance Coding Specialist** – Certificate - Concorde Career Institute-Portland, OR USA