# {NAME}

# Email: {EMAILADDRESS}

# Address: {MAILADDRESS}

Utilize my organizational, multitasking experiences in a medical office setting as well as to assist in business company operations.

WORK EXPERIENCE

## Data Entry Clerk

ASM Advantage Sales Marketing - April 2013 to May 2013

Responsibilities

* Data entry for new employees by Kroger Corp in the US. Making sure the information was accurate.

Accomplishments

* Utilizing: ADP VE (Virtual Edge Recruitment Services), and Lenixnexis Business software for legal services.

Skills Used

* Data entry accuracy and completing assignments in time.

## Medical Records Clerk

AccentCare Home Care, Inc - December 2011 to March 2012

Responsibilities

* Making sure patients charts where file correctly, daily documentation from doctors, prescriptions, legal, where in the correct side of the chart (by law). Following HIPPA and company's policy. Pulling charts as needed for special audits, and also compiling for years to be place in storage.

Accomplishments

* I learn how important it is the medical records in any physicians office, I accomplished the wisdom of the daily routines and the severity of the legal aspect of having the medical records department up to date in every document inside the patients chart.

Skills Used

* Detail oriented in filing, scanning and preparing boxes (labeled) with the correct charts and years to be storage.

## Assistant Billing & Coding

South Coast Eye Care Center - April 2011 to September 2011

* Data entry of medical coding from the superbills forms generated (4) doctors and verifying procedures using ICD-9 and CPT codes.

## Data entry

Physician Management - August 2007 to August 2008

Dr. Round Internal Medicine

* Billing for medical procedures using ICD-9 and CPT codes
* Follow-up on unpaid or denying claims for their status and verifying/posting EOB's.
* Data entry of Medisoft and Patient Care for Windows programs.
* Basic office duties of filing, faxing, copying and scanning documents.

## Dr. Pagán Cardiologist

Interventional Cardiology Group - August 2004 to August 2006

Billing using MedicMax in busy cardiologist office.

* Contacted insurance companies for authorization codes and explanation of payment inquiries, reviewed patients record for proper coding of diagnoses.
* Performed detailed bank reconciliation against insurance payments for each patient procedure, data entry, filing, scheduled appointments for testing (Stress, Echo, etc.)

## Owner / CEO

Las Palmas Catering - January 1998 to 2000

Event planning for private gatherings such as birthdays, weddings, holidays and small businesses. Specializing in Spanish and Classic American Gourmet.

Skills:

Proficient in the following programs: Microsoft Word and Power Point, MedicMax, Medisoft, Patient Care for Windows Software for medical billing, people-oriented, and type 35/45 wpm. Speak Spanish.

EDUCATION

## Applied Management, B.S. in Business Management

{UNIVERSITY}

2008 to 2010

## Medical Insurance Billing & Coding A.S. in Healthcare

{UNIVERSITY}

2006 to 2008

ADDITIONAL SKILLS

Bilingual-Spanish, Programs: Microsoft Word/Works, MedicMax, Medisoft, Patient Care for Windows. Type 40wpm.

CERTIFICATIONS

## CPC

July 2008 to May 2015

Certificate of Professional Coders

Member of the American Academy of Professionals Coders

ADDITIONAL INFORMATION

Volunteer work:

Relay for Life (2001)

Give Kids the World Foundation (2007)

Community Food Drive (2011)