

Tyrone Williams, CPC

71 Sycamore Street, Springfield, MA 01109

Cell: (413) 314-1039, Email: tyrone.tw11@gmail.com

PROFESSIONAL CODER SUMMARY

A detail oriented and outcome driven surgical and non-surgical certified coder. Scrub and code office visits and surgical procedures with high accuracy. Responsible for \$1.8M in weekly coded charges and with random physician compliance auditing. Formerly trained and managed externship program for billing department. Coding related software utilized includes: SuperCoder.com, Decision Health's Orthopedic Decisions, CCI Edits, Sage Intergy and Baystate Outreach.

CODER EXPERIENCE

New England Orthopedic Surgeons/ACI: Certified Coder/Student (2010 – Present)

Springfield, MA

- As fulltime coder, review transcripts and verbal dictates to ensure proper surgical and non-surgical coding.
- Work independent and along with other coders to provide billing staff daily encounter sheets for charge input.
- Place treatments, therapies and evaluations in RVU order while applying acceptable modifiers according to CPT and ICD-9CM guidelines and per various payer specifications.
- Spring 2011 Brief Externship: Billing procedures, charges, payments and other daily journal activities.
- 2010 American Career Institute: Pathophysiology, Medical Ethics and Law, CPT, ICD-9, HCSPC, & more

FINANCE and SALES HISTORY

Kaplan University: Admissions Advisor / Team Lead (12/07 - 9/09)

Phoenix, AZ

- Consulted students and admissions team on career interests and encouraged academic enrollment.
- Rose to the top 7% of Admission Advisors and was inducted in the 2009 Kaplan Talent Circle
- Introduced in May 2009, the standard operating procedure "Sharing Best Practices" which resulted in saving an estimated \$15M in potential lost tuition revenue.

Retail Lending Sales Manager / Loan Officer (Various Companies; 5/00 - 11/07)

Scottsdale/Tempe, AZ

(Stonecreek Funding (3/05 – 4/07) Scottsdale, AZ --- Countrywide Home Loans (2/03 – 3/05) Phoenix, AZ --- Consec Finance (5/00 – 4/02) Tempe, AZ)

- Generated over 7 years, billion dollar loan portfolios based on various underwriter guidelines.
- Managed up to 8 loan officers, performed evaluations and initiated new-hire/follow-up training classes.

Mellon Bank: Investment Officer / Communications. Analyst (1989-9/98)

Boston, MA

- Developed investment comparisons based on duration, benchmark and/or historical performance results.
- Calculated, maintained and reported all fund performance.

CERTIFICATIONS / EDUCATION

- Certified Professional Coder (CPC) attained from over 1 year coding experience and relative education
- Honors Graduate in Medical Billing & Coding Program, American Career Institute, June 2011
- Deans List 2009, BS in Accounting (Pending), Kaplan University Online, Davenport, IA