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Maria I. Vazquez

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| Objective | |
|  | To Obtain a position in a company that would enable me to grow and advance. |
| Employment | |
|  | 2006-2010 Adult and Pediatrics Allergy and Asthma of CT Wethersfield, CT  Medical Receptionist   1. Medisoft Computer Billing Software 2. GE Medical Billing Software 3. Greet and welcome patients 4. Answering multiple phone lines, retrieve messages 5. Schedule appointments 6. Billing and balancing at the end of night for two offices 7. Educational packets for patients 8. Data entry 9. Super bills    1. Kohl’s Department Store Rocky Hill, CT   *Cashier*   * Customer Service   2005 Connecticut Renewal Team Hartford, CT  *Clerk*   * Scanning invoices * Filing   2000-2003 Oakleaf Waste Management East Hartford, CT  *Accounts Payable Jr.*   * Customer Service * Accounts Payable * Balance Accounts for multiple companies   1999-2000 Horizon Services East Hartford, CT  *Receptionist*   * Customer Service * Accounts Payable/Receivable * Light Payroll * Answer multiple phone lines/Scheduling * Peachtree |
| Education | |
|  | 4/2005 Educational Training of Wethersfield Wethersfield, CT  Certificate in Medical Billing   1. Medical Terminology including all body systems 2. CPT-4 Coding, Procedures and Guidelines, including HCPCS. 3. ICD-9 Coding and Procedures 4. Medical Insurance Coverage’s including Medicare and Medicaid 5. Medisoft Patient Accounting and Billing Computer Software  * Claim processing * Super bills * Day sheets * Patients statements * Accounts receivable/payable * Aging report |
| References | |
|  | Will be available upon request. |
| Volunteer experience | |
|  | St. Vincent’s Swim Across the Sound |
| Languages | |
|  | Fluent in English and Spanish |