**Bernadette Williams**

**171 Buena Vista Ave**

**Newington, Ct 06111**

**860-888-1694**

**Wdettw17@yahoo.com**

**Skills**

Data entry, Customer Service/Relations, Medical Terminology, Medical Coding, Accounts Payable

Self –motivated and able to handle multiple tasks.

Certified Nursing Assistant, Certified EKG and CPR.

1099 Experience, Microsoft Windows02, Excel, Word, Power Point, Adobe Reader

Lotus Notes, Platinum, Powertrak, Banks Transmittal and Outlook031100 0 Numeric 10-key, 9800 Alpha

**Experience**

**Kelly Service Farmington, CT**

Data Entry Present -2011 Processing banks checks into the system. Data Entry

**Comp Work/Coventry Rocky Hill, CT**

Technical Claims Specialist 2000-2010Verify ICD-9 and CPT-4 codes for proper billing.

Verify HFCA and UB90 forms are properly completed

Verify accuracy for efficient claim submission and payment reconciliation.

Process medical claims for group and individual worker’s compensation claims.

Adjudicates complex medical bills in accordance with company agreements.

States of Connecticut fee schedules and other State Fee guidelines.

Process claims in Platinum billing system for checks payments.

Bank transfer for customer accounts and review 1099 for taxes preparations.

**Hart Haven Bloomfield, CT**

Nursing Assistant 1999-2000

Assisted Alzheimer patients with activities of daily living.

Assisted patients with daily meal preparations.

Assisted patients with daily grooming care.

Assisted the on duty RN.

Properly recorded the patient’s daily intake, BP and monitoring proper hygiene care.

**Western Staffing Service Windsor, CT**

Data Entry Specialist 1998-1999

Responsible for all clerical related to daily office duties.

Performed various administrative duties, faxing, CSR in a call center.

A/P to customer accounts and reconciliation.

Provide trouble shooting and incoming billing inquiries.

**Education**

Connecticut Business Institute East Hartford, CT

Certificate/Health Unit Coordinator