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**Ellen Hitchcock, CPC, CCP**

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**Objective:**  Looking for a challenging role in medical coding where my skills and knowledge can be utilized to the fullest. Certified CPC and CCP

**Education:**  Branford Hall Career Institute 2000-2002 Medical Billing Claims Specialist

At Home Professionals Medical Transcription

Kennedy High School Business Management

**Skills:**  Knowledge of computer software programs, Medical Manager, GE, All-Scripts, Cerner, Mysis, Genesis, Pen chart, electronic medical record and Microsoft word programs.

**Work Experience:**

July 2002- Present Alliance Medical Group Middlebury, CT

**Coding Team Lead**

Specializing in multiple practice coding and billing for inpatient and outpatient. Knowledge of billing and coding for compliance based on regulations and guidelines. Knowledge of billing and coding for compliance based on regulations and guidelines. Preform audits,appeal and denial management for maximum revenue and coding accuracy. Under regulations and coding guidelines researched CPT, ICD-9 and HCPCS codes for procedures. Ensure quality and integrity of coding based on all documentation in the medical record and the appropriate code assignment based on 1995 and 1997 coding guidelines, NCCI edits, CCI edits, LCDs and coding conventions. Develop new processes for coding and billing for maximum revenue. Perform data entry of new CPT, ICD-9 and HCPCS codes yearly for billing and coding systems. Provide training for physicians and staff on coding and reimbursement policies. Yearly evaluations done on staff. Strong organizational skills, work closely with peers and physicians.

September 2001-March 2002 TRD Medical Office Management Wallingford, CT

**Insurance Coordinator**

Analyzed workers compensation, personal injury and internal medicine claims. Abstracted proper diagnosis codes from medical records for billing. Interpreted medical benefits to patients. Corresponded with hospitals, insurance companies, attorneys and patients for billing and coding issues. Identified claim issues and followed up to resolution.

November 1997- October 2001 Waterbury Extended Care Facility Watertown, CT

**Nursing Secretary/Medical records**

Management of Medicare records for a 100 bed long term facility. Coordinated weekly inventory and distribution of medical supplies to the nursing units. Maintained audits on medial charts for compliance. Abstracted appropriate coding and billing information from the medical records for proper assignment of diagnosis for claims. Assisted with MDS data entry for corporate billing. Maintained physicians’ credentials , insurance information, budget compliance and state roster.

September 1994- November 1997 Wolcott View Manor Care Facility Wolcott, CT

**Medical Records/Unit Secretary**

Maintained residents medical records for 130 bed long term care facility

**Organizations**- Past President of the local AAPC Chapter Past President of Wolcott VFW Auxiliary

Member PHIA Member AAPC

Worthy Matron of Order of the Eastern Star Grand Representative to Arkansas