# **MELLONESE GARRETT, CEHRS** 31 High Street; Apt. 11104; E. Hartford, CT

# Phone: 404-918-2203 E-mail garrettmsg@yahoo.com

**OBJECTIVE:** Seeking a Medical Billing or Electronic Health Records Coordinator position that will challenge my intellect; allow me to use my advanced organizational, analytical, instructional, problem solving, critical thinking and customer service skills, paralleled with leadership qualities.

**EDUCATION: Branford Hall Career Institute /** Windsor, CT (January, 2011 to December, 2011)

**AREA OF STUDY**: Health Claims Specialist **GPA: 3.90** **Graduated: December 9, 2011**

**ANTICIPATED:** CPC-A (Certified Professional Coder - Apprentice) **Exam Date: 12/17/2011**

**CERTIFICATIONS:** CEHRS (Certified Electronic Health Records Specialist)

**AFFILIATIONS:** Member of AAPC since 10/2011

**SKILLS** : Billing Office Management; Medical Coding (ICD-9, CPT-4, HCPCTS), Hospital Billing; Medical Insurance Fundamentals; Medisoft; EHR Theory and Training; Claims Processing; Medical Terminology; Health Insurance Claim Forms; Billing and Coding Forms; Accounts Payable/Receivables, Microsoft Office Suite; Quick Books Pro; Quicken; Typing Speed 90+ wpm.

**WORK EXPERIENCE:**

**MEDICAL BILLING – EXTERNSHIP 11/2011 to 12/2011**

* **Research of current patient/guarantor address information and secondary insurance information**
* **Prepare, scan, & process payment and charge batches into electronic billing system**
* **Check for cross-over Medicare payments/research & print primary EOB’s**
* **Research/print CMS 1500 claim forms**

**LEGAL BILLING SPECIALIST 2003 to 2010**

* Resolution of a 100% client payment status - $0 outstanding at close of business
* Creation of invoices from PC Law software
* Electronic billing of invoices for Litigation, Title, Bankruptcy & Foreclosure
* Credits and Collections Processing
* Research client compliance requirements; application of required request and resubmission of invoice for payment
* Conferencing with client, attorneys and paralegals on complex bill requirements, resolutions and problematic outstanding invoices

**LITIGATION BILL AUDITOR 2003 to 2005**

* Responsible for saving the company approximately 30% in unwarranted, incompliant invoice payments
* Close scrutinization of invoices received for their representation of Chubb insured clients
* Determine key factors in the resolution of and/or notice to attorneys for guideline compliance resulting in expeditious invoice payment
* In-depth discussions with legal counsel regarding their work performed, i.e., purpose, need, strategy, time spent & legal personnel performing tasks
* Confer with claim staff, personnel and other vendors to identify billing issues and inconsistencies with Billing Guidelines
* Seek additional information from law firms, claim handlers or others for completion of the bill review process and reach final resolution

**LEGAL** **BILLING MANAGER 1999 to 2003**

* Maintained 98% monthly client payment history; 2% outstanding monthly debt
* Monthly maintenance, organization, preparation & input of attorney’s time & billing, and record-keeping for client accounting
* New client processing; open new files; set up of accounting sheets, e-billing of all bills & resolutions of problematic invoices/clients
* Monthly productivity reports, outstanding invoice reports, credits and collections
* Research client compliance requirements; application of required request and resubmission of invoice for payment
* Conferencing with client, attorneys & paralegals on complex bill requirements, resolutions & problematic outstanding invoices

**WORK HISTORY:**

IPMS – Medical Billing Externship, 11/2011 to 12/2011

Law Barn – Legal Billing Specialist, 2/2003 to 12/2010

Cantor Colburn LLP – Patent Prosecution Legal Assistant, 1/2007 to 11/2008

Chubb Specialty Insurance Group – Litigation Bill Auditor, 3/2003 to 3/2005

Yules & Yules – Legal Billing Manager & Legal Assistant, 1/1999 to 2/2003