***Yamaly Gonzalez***

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***Objective***

To secure a challenging and rewarding career as a medical receptionist with willingness to expand my knowledge in this profession.

***Education***

Branford Hall Career Institute Southington, CT April 2007-May 2008

Health Claims Specialist Program Diploma GPA 3.74

Certified Professional Coder-A

Capital Community College Hartford, CT January 2004-December 2005

Business Administration GPA 3.86

***Knowledge/Skills***

Insurance

Medical Coding

Microsoft Excel

Detailed Oriented

Coders English

Microsoft Word

Critical Thinking

Scheduling appointments

Keyboarding

Office Manager

Complex phone system

NDC Medisoft

Medical Records

Interpersonal Communications

Insurance Verification

Claim Status

Claims Collection

Determining COB

Medical Terminology & Anatomy

Zirmed

EDS

***Work Experience***

ATG Rehab Rockyhill, CT June 2008- April 2011

Reimbursement Coordinator

         Verify coverage and eligibility with client’s insurance company

         Obtain authorization for procedures

         Notify client of any co-pays

         Bill medical insurance for the procedures that were done and authorized.

         Follow up on accounts that were denied

         Issue holds on accounts that are past due.

* Verify that there is a Letter of Medical Necessity that justifies the purpose of the equipment being provided to the client.

         Assist my team lead in training new hires of the procedures and system information.

         Establish communication with customer service representatives to provide the client with the best service available.

Connecticut Surgery Center Hartford, CT March 2008- May 2008

Externship

         Established a network with insurance companies.

         Verified patient’s insurance and followed up on claim status.

         Processed claims to collections.

         Maintained and updated patients’ medical records.

         Managed a complex phone system.

         Retrieved information of patients accounts to answer any questions.

         Input new information on a patient into the medical software.

         Learned to schedule and cancel appointments.

         Assisted nurses with creating charts and reports.

         Multi-tasked given assignments, and finished them in a timely fashion.

         Managed accounts receivable

***References Available Upon Request***