**ELIZABETH ROBINSON**

21 Lyons Street, New Britain CT 06052

Phone (860) 505-8555

elizabethm5814@yahoo.com

**OBJECTIVE**

Seeking a Medical Billing and Coding position that will utilize my years of hands-on and academic training and professional communication skills.

**KEY AREAS OF EXPERTISE**

**Computers**

- Windows 2000 - MS Excel - MS Word

- MS Office - Internet - WPM 60

- KPH 2,642 - Great Plains - Access

**EDUCATION**

**Fox Institute of Business** West Hartford, CT ***04/2010 – 02/2011***

##### *Medical Coding and Billing Diploma*

ICD and CPT Coding Law and Ethics

Anatomy and Physiology Microsoft Word 2007

Medical Insurance, Billing, and Coding Medical Keyboarding

Computerized Medical Billing Health Insurance Applications

(Encoder Pro Software & Medical Manager)

**PROFESSIONAL EXPERIENCE**

**Institute of Living,** 200 Retreat Ave, Hartford, CT 06016

***Medical Coder/Biller Extern (Completed 180 Hours) 02/2011-04/2011***

* Preparation of charge batches; Data entry in IDX system
* Scanning and validation of charge batches on Kofax system
* Obtained EOBs for review; Mail sorting and correspondence

**Oakleaf Waste Management**, 800 Connecticut Blvd, E. Hartford, CT 06108

***Account Manager                              03/2003 - 01/2009***

* Processed project management and expense reports,
* Managed and executed client contracts
* Processed client billing; manage employees, reconciliation, cash balance, and AR roll forward
* Handled and processed EDI, electronic billing
* Insured compliance and implemented recommendations for client accounts
* Traveled to provided customer/client presentations and proposals
* Planned development meetings needed of each individual client

**Dun & Bradstreet**, 77 Hartland Street, E. Hartford, CT 06108

***Recovery Agent                              09/2001 - 02/2003***

* Worked as liaison between client and insured and resolved disputed information
* Maintained insurance and FDCPA training and annual refresher course
* Managed past due debts on delinquent accounts and exceeded monthly goals/revenue
* Processed payments, data entry and cash balance

**Concentra Medical Exams,** Main Street, Rocky Hill, CT 06067

***Medical Claims                              02/1998 - 08/2001***

* Reviewed & analyzed medical claims in preparation for doctor
* Handled data entry, filing, mailing system and heavy call volume
* Assisted physician and internal staff in gathering of information needed to resolve claims
* Investigated and resolved claims in accordance with current office policies
* Performed other related projects and duties as assigned



April 28, 2011

To whom it may concern:

This letter is my professional recommendation for Elizabeth Robinson. Until just recently, I have been Elizabeth’s immediate supervisor for the past two months during her externship. I found her to be consistently pleasant, tackling all assignments with dedication and a positive outlook.

Besides being a joy to work with, Elizabeth is a take charge person who is able to complete assigned tasks efficiently and accurately. During the externship Elizabeth’s quick comprehension of multiple systems and her high regard for Hartford Hospital’s code of conduct made her an asset to my team. By effectively maintaining our imaging system accurately Elizabeth helped to provide a steady workflow, since this particular system is accessed by every department in our office. She also assisted with projects that researched payments that have come from insurance carriers.

Elizabeth has proven herself to be a team player and I fully recommend her without reservation. Please feel free to contact me should you need any additional information.

Sincerely,

Melissa Gonzalez

Supervisor

Hartford Hospital Office of Professional Services

[Mgonzalez03@harthosp.org](mailto:Mgonzalez03@harthosp.org)

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