**Christy W. Atsales, CEHRS #J9D7B8B4**

P.O. Box 702 Danielson, CT 06239

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**SUMMARY OF QUALIFICATIONS**

ICD-9, Medical Terminology, Medical Insurance, Online Claim Submission, Medical Software, Keyboarding, Medical Billing, Medisoft, AthenaNet, Quick Books Pro, Windows, MS Excel, MS Word, MS PowerPoint

Analytical Skills, Conflict Resolution, A/R, A/P & G/L Account Analysis, Inventory Management & Reconciliation, Cost Accounting & Job Costing, Planning & Organization Skills

**CERTIFICATIONS**

**American Association of Professional Coders**, Pursuing CPC-A May 2012

**National Healthcare Association**, Certified Electronic Health Records Specialist January 2012

**EDUCATION**

***Branford Hall Career Institute (March 2011 to February 2012)***

Health Claims Specialist Diploma, Windsor, CT

GPA 3.94 and Exemplary Attendance Award

***Bachelor of Science***

Business Management, Nichols College, Dudley, MA

**PROFESSIONAL EXPERIENCE**

**Day Kimball Hospital**, Putnam, CT

**Health Claims Specialist Externship**, January to February 2012

* Worked in AthenaNet Software throughout rotation:
* *Woodstock Medical Center*-coded surgical opt notes and processed claims for family practice, verified insurance coverage to current Medicare/Medicaid eligibility status
* *Plainfield OBGYN*-coded opt notes, researched outstanding claims status
* *Brooklyn Medical Associates*- processed claims, answered incoming calls, scanned in mail, medical records, and sorted to ensure pertinent information was entered accurately, completed ICD-10 webinar
* *Danielson Family Practice*-completed manual coding for sports medicine billing and surgical processing claims, copied requests for sending, verified patient insurance and registration information prior to appointment

**DSM, Inc.**, Killingly, CT

**Finance Director**, 1995 to 2008 (Company dissolved in 2008)

Recruited to perform mechanical contract accounting services at a HVACR company

* Spearheaded the development and implementation of computerized inventory reporting system
* Instituted CF Data Mechanical Contracting Modules

**Marty Gilman, Inc.**, Gilman, CT

**Office Manager**, 1990 to 1995

Revitalized business operations, prepared financials including payroll, invoices, and accounts payable

* Coordinated product shipments, tracking orders nationally and internationally
* Acted as purchasing agent for raw material purchases
* Improved accounting procedures and reports and significantly reduced payroll overhead
* International Customer Service representative for deferred payment follow up with customers