**ELIZABETH ROBINSON**

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Phone (860) 505-8555

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**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