**Carol Varza**

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**OBJECTIVE:** Skilled accounting clerk and insurance claims processor, recent graduate Microsoft office courses 2007, 2010, looking for a clerical position.

**EDUCATION: Saint Vincent’s College-Certificate Health Care Reimbursement**

**Connecticut Business Institute-Diploma Full Charge Bookkeeping**

**New Horizons-Microsoft Office Specialist**

**SKILLS:** Microsoft word, excel, quick books, lotus notes, outlook, timekeeping, sales reports, order entry, shipping reports, petty cash, invoicing, inventory, data base ACS 400, medical terminology, medical coding I & II, electronic medical claims, ACS 1500 and UB92 claims, HIPAA, some physician credentialing

**EXPERIENCE:**

09/01- **Health Net -Shelton, CT**

08/10 **Claims Processor I**

* Checked out of network ACS 1500, UB92 and non- standard claims for accuracy
* Called physician offices to obtain information, federal tax ids, facility and billing addresses.
* Created in service forms to have new out of network provider files created, established files updated or reopened.
* Medical edits and some physician credentialing, and looking up providers national provider identification numbers.

12/98- **Health Net Formally Physician’s**

0901 **Health Service-Stratford, CT**

**Data Entry Clerk**

* Data entered ACS 1500, UB92, and non- standard claims.
* Applied provider number, member number, account number, physician referral, primary and secondary insurance providers.
* Entered diagnostic codes, dates of service, place of service, procedure codes, and charges.
* Meeting monthly quality and production standard

12/97- **CX Data Milford, CT**

7/98 **Warehouse & Order Entry**

* Data entered orders, sorted daily mail.
* Packaged customers order and assisted in receiving department.
* Customer service, taking orders.

9/95- **Seeley & Jones-Milford, CT**

1997 **Accounting Clerk**

* Sorted morning mail, calculated daily deposits, and kept track of past due payments.
* Matched incoming invoices with packing slips, verified prices and quantities.
* Matched acknowledgements with orders.
* Checked out going invoices and orders for accuracy and some data entry.

11/88- **Rudel Machine Corporation-Shelton, CT**

11/92 **Accounting Clerk**

* Sorted morning mail by Branches (Boston, Buffalo and Charlotte).
* Data entered orders, sales quotes and proposals ran daily sales report.
* Some filing and processed out going mail.

Additional Experience: Friendly’s- Bookkeeper 1987-1988