25 Aspen Rise, East Granby, CT 06026

(860) 930-9513

**Nicole Salvatore**

nicole.salvatore86@gmail.com

**Objective**

To obtain a full time position that utilizes my talents and abilities with an organization that affords personal growth and opportunities.

**Qualifications**

**Excellent Customer Service**

* Handling large call volume
* Attention to detail
* MSWord

**Level ICPT**

**Level II National Codes**

* Accurately code from all sections of the CPT manual
* Assign National Codes for services and supplies
* Proficient in coding from operative, pathology, radiology, and SOAP notes

**ICD-9-CM**

* Correctly assign and sequence ICD-9-CM codes to indicate medical necessity
* Review coding compliance

**Third party reimbursement guidelines**

* Accurately complete CMS for desired clean claim
* Knowledge of third party payer guidelines including Medicare and Medicaid
* Establish financial responsibility

**Medisoft version 14 software**

* Pre-register patients
* Prepare and transmit claims
* Post payments from third-party payers
* Generate patient statements

**Courses completed**

* Medical Terminology
* Anatomy and Physiology
* Health Insurance
* Medical Law and Ethics
* CPT I
* CPT II
* ICD-9-CM
* Computerized Medical Billing

**Employment History**

January 2003-Present Assistant Cash Department Head Stop and Shop Granby, CT

March 2007-May 2007 File Clerk Manpower Windsor, CT

**Education**

Asnuntuck Community College 2009-2010

Enfield, CT

Certificate, Medical Billing and Coding Program

Enfield Adult Education 2008-2009

Enfield, CT

High School Diploma

**References available upon request**