# KRISTA-LYNN CORAZZO

# 96 Apple Hill

Wethersfield, CT 06109

# 860-529-8522 ● krista.corazzo@snet.net

**EXPERIENCED IN:**

1. Proficient in ICD-9, CPT-4 & HCPCS
2. Lytec & Medisoft programs
3. Microsoft Windows XP, Word and Excel
4. Medical terminology
5. Interact well with employer and co-workers
6. 2 year externship in a medical clinic

* Over 15 years’ experience in the hairdressing profession

1. Excellent interpersonal communication
2. Excellent communication and customer service problem-solving skills
3. Directly involved in reducing accounts receivables and maximizing cash flow through timely processing of insurance documentation, claim forms, and statements

**EDUCATION:**

**2011** **The Gatekeeper to Medical Coding**

Medical Reimbursement Specialist Certification

**2009-2011** **Goodwin College, GPA: 4.00/4.00**

Medical Billing and Coding Certificate

**2008** **Middlesex Community College**

**1992** **Gal-Mar School of Cosmetology**

Licensed Cosmetologist

**1989-1990 Post University**

**LICENSES/CERTIFICATIONS:**

**2011**  **Certified Professional Coder CPC-A**

**2011 Certified Medical Reimbursement Specialist CMRS**

**1992 Cosmetology, Esthetician, and Nail Technician Licenses**

**PROFESSIONAL EXPERIENCE:**

**2008- Present**  **Externship for Longobardi Clinic,** Central Falls, RI

*Medical Coding & Billing*

* Reviewing documents
* Assigning appropriate ICD-9, CPT & HCPC codes
* Reviewing claims and correcting them for re-submission
* Working with third-party payers
* Posting payments, account adjustments, and generating claims / statements for secondary insurance carriers and / or patients
* Maximizing cash flow

**2003 – 2009 Catherine & Co Day Spa**, Meriden, CT

*Cosmetician/Master Hairstylist*

* Provided superior customer service
* Sold product
* Filled in as Receptionist

**2001-2003** **Northern Middlesex YMCA**, Middletown, CT

*Bookkeeping and Office Clerk*

* Entered data
* Completed accounting using Quick Books
* Issued payment checks
* Balanced and transported bank deposits
* Balanced check book and month end reports

**1993– 2001** **Kelly’s Unlimited**, Meriden, CT

## Cosmetician, Esthetician, Nail Technician and Master Hairstylist

* Provided facials with emphasis on diet and skin care
* Assisted other technicians in the salon
* Provided customer service and made product sales

**CONTINUING EDUCATION:**

**1993-Present** Motivational Classes provided by the following Companies: Redken and Matrix. Numerous profession related classes.

**VOLUNTEER EXPERIENCE:**

**2003- Present** Volunteer Classroom Mom

**1999-Present** Member of Durham Fair Committee

**1993-1999** Kiwanis Capers, Meriden, CT- creating hair styles and makeup for the cast.

Daffodil Parade, Meriden, CT – participated in city’s annual event

Washington Middle School Show Choir fundraiser, Cut-A-Thon

**1987-1989** Durham Volunteer Explorers Post- Participated in Advanced First Aid & CPR training courses and numerous EMT refresher course.

**REFERENCES:**

Melissa Longobardi , PA-C Sandy Dudzinski Tracy Stefano 106 Common Fence Boulevard 157 Curtis Street 52 Black Birch Portsmouth, RI 02871- 5610 Meriden, CT 06450 Wethersfield, CT 06109

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