Sherry Williams

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| **PROFILE**  Dedicated, hard working, solutions-driven professional known as an intuitive “people person” with a positive attitude. Team player attitude, backed by uncompromising integrity and a strong work ethic. Possess an understanding of the importance of accurate claims processing. Attention to detail and organizational skills essential in generating revenue for the medical practice. Focus on thoroughness and accuracy. |

**STRENGTHS**

* **6 years Healthcare experience (Medical Center, Nursing Home, Home Health)**
* LVN (Licensed Vocational Nurse)
* Medical Billing and Coding graduate
* Trained on Medical Office Software System
* Demonstrates top-notch organizational skills with the ability to prioritize and multi-task.
* Effective communicator, building positive relationships with management and clients.

**QUALIFICATIONS**

ICD-9-CM • HCPCS • CPT • Medical Terminology • Anatomy & Physiology • HIPAA

Government Payers • Third- Party Payers • Electronic Medical Records (EMR) • MS Office

Worker’s Compensation • Managed Care (HMO, PPO, and POS) • MEDISOFT Proprietary Software • Office Management • Insurance Claim Processing • Insurance Billing Procedures Payment Posting • Medical Office Procedures including Scheduling Appointments,

Insurance Verification, Collecting Co-Payments and Deductibles

**EDUCATION**

Ultimate Medical Academy, Tampa, FL

Medical Billing & Coding, October 2010

Includes medical terminology, anatomy and physiology, disease processes, surgical procedures, life cycle of an insurance claim, health care settings, health care payers, procedure and diagnosis coding from medical records, reimbursement systems, facility billing, keyboarding, word processing, medical practice management systems, and life skills for success.

***Certification: CPC-A***

***Working towards associates degree***

TSTS (Texas State Technical College)

LVN (Licensed Vocational Nurse), March 1999

**PROFESSIONAL EXPERIENCE**

Comanche Medical Center, Comanche, TX 6/2008-Present

Home health attendant for disable family members.

*Licensed Vocational Nurse*

Stephen’s Home Health, Stephenville, TX 3/2004-11/2004

*Licensed Vocational Nurse*

Girling Health Care, Eastland, TX 12/2002-3/2004

*Licensed Vocational Nurse*

Western Health Nursing, Comanche, TX 10/2001-12/2002

*Licensed Vocational Nurse*

De Leon Nursing Home, De Leon, TX 3/2000-11/2000

*LVN (Licensed Vocational Nurse)*

* Served as LVN in Medical Center, Nursing Home, and Home Health settings.
* Responsible for the delivery of patient care to assigned patients
* Utilized the nursing processes of assessment, planning, implementation, and evaluation.
* Consistently meet the established standards of profession nursing department
* Accountable for nursing practice and assigned patient.
* Perform nursing duties within the scope of licensure.
* Collaborate with other professional disciplines to ensure effective and efficient patient care.
* Demonstrate knowledge of age-specific patient populations
* Deliver high quality customer service during the provision of patient care.
* Contribute to the provision of quality nursing care
* Demonstrate positive outcomes in patient care.
* Promote an environment of care.
* Support the organizational vision and mission.