Scott P. Brennan

10 Delmor Circle

Wilbraham, MA 01095

(413)-537-8535

**AREAS OF COMPETENCE**

* CPT-4 Surgical Coding
* CPT-4 Non-surgical Coding
* ICD-9 Coding
* Medical Billing Procedures
* Medical Insurance Claims
* Medical Administrative Procedures
* HIPAA Knowledge
* Medisoft
* Medical Terminology

**EDUCATION**

* American Career Institute, Springfield, MA

Medical Coding & Billing Certificate Program, 2010-2011

Courses:Medical Terminology, Pathophysiology, , Pharmacology, ICD-9 Coding, CPT-4 Coding (surgical and non surgical), Operative Reports and Progress Notes, Insurance Claims & Processing (Medisoft), Medical Administrative Procedures, Medical Ethics & Law

* Springfield Technical Community College, Springfield, MA,2002

Computer Technologies, A+ Certificate, Microcomputer Specialist Certificate

**EXPERIENCE**

* Extern, New England Orthopedics, Springfield, MA, 2011
  + Hands-on experience with Intergy for all daily functions
  + Researched Digital Office Manager within Intergy to locate EOB’s, post checks, charge payments to patient accounts and research patient charges
  + Developed strong working knowledge of Sage Payment Manager for EOB’s on patients with Blue Cross/Blue Shield and Medicare
  + Reported payments made using Transworld Greenflag for patients in collections in a timely manner to avoid collection letters
  + Communicated clearly and effectively with medical facilities for insurance referrals on patient accounts
* Estes Express Lines, Springfield, MA, 2003-2009
  + Certified to drive fork-lift to load and unload trailers
  + Filled out trailer loading manifest properly
  + Prepared manifest and opened trailer for loading freight
  + Inspected trailer and paperwork to close down trailer
  + Assisted dock supervisor to make sure trailers shipped on time
* Springfield Campus Police, Springfield, MA2010-2011
  + Ability to effectively operate computerized campus police dispatch system
  + Carried out security guard duties at campus dormitories and parking lots

**PROFESSIONAL AFFILIATIONS**

* Member, American Academy of Professional Coders
* CPC-A