

Gregory Larkin

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(7 04) 2 2 2-0000

Positive, organized Medical Billing and Coding Specialist with 11* years' experience interacting with insurance representatives, patients and other stakeholders in a professional, courteous manner. Highly familiar with medical terminologies, EHRs, ICD-10 and CPT coding, and public and private health insurance guidelines. Adept at collaborating with others to identify and resolve discrepancies, manage conflict and offer compromises when needed. Proven leader and successful in managing in-house and remote teams.

Education

Associate in Applied Science in
Medical Office Administration -
Medical Coding and Billing

Central Piedmont Community College,
Charlotte, NC

September 2017 - May 2020

Certificate in Medical Procedural
and Diagnostic Coding

Central Piedmont Community College,
Charlotte, NC

September 2007 - August 2009

Key Skills

- Problem-solving skills
- Customer service
- Medical records management
- Multitasking
- Teamwork and delegation

Certifications

- Certified Professional Coder -
AAPC, renewed June 2020
- Certified Professional Biller -
AAPC, renewed June 2020
- Registered Health Information
Technician - AHIMA, renewed
June 2020

Professional Experience

Medical Coding Manager

Capital Anesthesia Billing Services, Charlotte, NC | May 2015 - Present

- Hiring, training and supervising Medical Coding staff of 6-10 remote and in-office employees
- Gauges and communicates key performance metrics with management and operations staff
- Effectively communicating with patients and insurers, recovering 50% of potential write-offs in 2019

Medical Coding Specialist

Capital Anesthesia Billing Services, Charlotte, NC | September 2009 - April 2015

- Served as primary contact for patients with inquiries regarding account statements and insurance claims
- Identified and corrected coding procedure or fee errors and omissions
- Assisted with design, implementation and tracking of quality assurances for coding processes, reducing labor-hour costs by 15%