

Vanessa Gallegos
Hutchins, TX 75141
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START DATE: 9/24

RATE: 11:00

FLOATER.

looking for full time

Objective

To contribute to a medical organization as an informed and reliable employee and to further my education in the medical field. I am interested in working in a clerical setting where I can apply my insurance, billing, and coding collections experience.

Key Skills

- ❖ Experience with CPT/ICD9/HCPCS
- ❖ Medical Terminology
- ❖ Physiology & Anatomy
- ❖ HIPAA and OSHA
- ❖ Knowledge in electronic claim billing, Medicare, Medicaid, and commercial billing guidelines
- ❖ Speak, read and write Spanish

Education

Everest College, Dallas, TX,
Medical Insurance Billing and Coding Diploma

Cedar Valley College, Lancaster, TX
Associate Degree in Science

Work Experience

Dallas Spinal Rehabilitation Center, Dallas, TX

- Performed filing of patient charts, faxing, scanning and answering multi-line telephones
- Greeted patients and signed them in
- Measured blood pressure and weight
- Prepared letters to be mailed to patients

Package Handler, Federal Express (FedEx Ground), Hutchins, TX

- Loading/unloading of packages as well as handling and sorting the consolidating smalls
- Handling of damaged merchandise and verifying package locations

Teacher's Aid/ Receptionist, Texas Serenity Academy, Dallas, TX

- Assisted Kindergarten through 2nd grade teachers, taking, phone calls, faxes, and setting up interviews
- Performed general clerical tasks