



# KATRENIA L. JONES

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## OBJECTIVES

To obtain a position in an environment where my Home Health Medicare Billing, Administrative Assistant and Customer Services skills, training and education will be an asset to your organization.

## EDUCATION

Concorde Career Institute, Arlington TX

May 2007 Completed Insurance Billing & Coding Course

♦ **Commission: Texas Notary Public** (Commission Expires December 21, 2020)

## EXPERIENCE

Senior Care Centers ♦ Dallas, TX

**Medicare Billing Specialist** 11/2017 – Current

Responsible for final review of Medicare Part and B claims. Ensure claims meet regulatory requirements. Use Medicare interface to process claim adjustments and corrections. Audit all accounts where payment does not equal the revenue booked, resulting in a debit or credit balance. Responsible for adding billing notes regarding status of unpaid balances. Post Medicare deposits.

Encompass Home Health & Hospice ♦ Dallas, TX

**Medical Review Coordinator/Billing Manager** 07/2014 – 10/2017

Prepare, review and transmit Home Health Medicare claims to include electronic claim processing. Following up on unpaid claims within standard billing cycle time frame. Research and resolve discrepancies, denials and appeals within all levels of the ADR and Medicare Appeals process. Prepare and submit the Quarterly Credit Balance Reports.

Process and submit Medical Billing Records Request from patients, Insurance Companies, Law Firms etc.

Intrepid USA Healthcare ♦ Dallas, TX

**Administrative Support Specialist II** 08/2012 – 07/2014

Process Daily Visit reports for payroll. Generate 485's, Oasis and MD orders. Responsible for sending, tracking and retrieving MD orders within company policy according to licensing guidelines under 30 days. Maintain patient medical records. Timekeeper for weekly case conferences. Prepare new patient's home binders and new hire application folders. Act as temporary Human Resource designee in the absence of the Business Office Manager by handling confidential employee information. Monitor incoming and outgoing mail.

## SKILLS

- ♦ Extensive Training in Insurance Billing with Medicare
  - ♦ Detailed Oriented
  - ♦ Creative Problem-Solving Skills
- ♦ Microsoft Office Suite: Word, Excel, Outlook, Spreadsheet
  - ♦ WPM: 30-40 & 10 Key Calculator
- ♦ Software: HomeCare HomeBase, E-Solutions, Point Click Care, Cradle, McKesson, Kinnser, Doctor's Alliance