

Kimberly Mccullock

Patient Account Specialist

Dallas, TX 75232

kmccullock1@gmail.com - (214) 3558915

A position as a Patient Account Specialist where I can utilize my customer service and interpersonal skills to provide the highest level of care. To grow professionally so that I can contribute to the growth of the company.

Summary of Qualifications:

*Over 5 years of experience Patient Registration Representative

*Highly skilled in the procedures of registration of all patients and insurance verification in a polite and courteous manner

*In-depth knowledge of interviewing and gathering complete and exact data to complete the registration process correctly and efficiently

*Ability to complete demographic data, financial data and medical information data collection accurately

*Demonstrated knowledge of safety-related work behaviors to make sure secure job performance and work environment

*Able to respond and resolve oral and written inquiries efficiently

*Computer: Good typing and computer skill including MS Excel Word and 10-key

WORK EXPERIENCE

Patient Access Representative

USMD Internal Medicine - Arlington, TX - January 2015 to Present

Responsibilities

Schedule patients, front office, check in and check out patients, route calls accordingly.

Skills Used

Multi-line phone system, data entry, excel, Nextgen system, spreadsheets, insurance verification

Patient Registration Representative

Medsynergies - Irving, TX - October 2012 to September 2013

Register Patient Demographics into Centricity System; Flowcast & Groupcast

•Insurance Verification via Web, Phone System, Fax, Outlook

•Data-Entry, Excel, & Spreadsheet

•Maintain daily logs and daily average of 100 to 125 factsheets

•Request face sheets or other information as required

•Review all documents upon receipt to ensure all information is attached

•General knowledge of Government Payers, Commercial, Workers Compensation.

Medical Billing Specialist

Pinnacle Consultants LP - Dallas, TX - January 2011 to February 2012

Dallas, TX

•Knowledge of CPT, ICD-9, ASA and HCPCS coding

•Knowledge of Medicare, Medicaid and Workers Compensation rules and regulations

•Skill in keyboarding/data entry

•Skill in computer applications including MS Word, MS Excel

- Skill in verbal and written communication
- Review anesthesia records for supporting documentation for charge tickets
- Enter charge data on each patient into the patient accounting system with high level of accuracy. Expected performance is to enter 145+ charge tickets.
- Review Batch Error reports for errors/rejections and make necessary corrections
- Assist the Collection Department with corrections and billing issues as needed
- Run daily concurrency reports and audit for compliance

Account Information Specialist

Pinnacle Consultants LP - Dallas, TX - November 2008 to January 2011

Register Patient Demographics into IDX System

- Insurance Verification via Web, Phone System, Fax
 - Data-Entry
 - Maintain daily logs and daily average of 150 to 200 tickets
 - Request face sheets or other information as required
 - Review all documents upon receipt to ensure all information is attached
 - General knowledge of Government Payers, Commercial, Workers Compensation
- Training new hires on policies and procedures and fundamentals of job duties.

Patient Registration/Insurance Verification Specialist

Medical Edge - Dallas, TX - September 2007 to May 2008

Registering Patients Demographics into IDX System

- Data-Entry
- Insurance Verification via Web, Phone System, Fax

HIM Specialist

Parkland Hospital - Dallas, TX - July 2001 to July 2005

Enter patient information into hospital database

- Maintain hospital files using both alpha/numeric filing
- Front desk duties (answering multi-line phone system)
- Chart location and retrieval in timely manner
- Release Of Information Department

EDUCATION

Certificate in Medical Business Office Specialist

Allied Career Center - Dallas-Fort Worth, TX

2007

GED

Home Study Careers - Dallas, TX

1999 to 1999

SKILLS

Profound ability to maintain confidentiality in all aspects of the job; Good analytical skills with high accurateness; Good organizational skills; Excellent customer relation skills.

ADDITIONAL INFORMATION

Professional References:

Shanese Parker 469-383-4879

Candace Bufford 469-260-2589

Julia Mitchell 469-237-9694