

Valencia Solomon

Medical Biller, Collections Specialist and CSR

Dallas, TX

vsolomon04@yahoo.com

214-576-6389

Authorized to work in the US for any employer

Work Experience

Medical Biller and Collector

Simbility - Richardson, TX

September 2017 to Present

Responsible for the billing and collections of all claims for various labs from billing, third party commercial, and government insurance to first party collection and private pay claims

... Researched and resolved all delinquent accounts and determined and initiated action to resolve rejected invoices from denials, rejections and provider calls

... Reviewed patient bills for accuracy and completeness and obtain any missing information

... Obtained knowledge of insurance guidelines especially Medicare and state Medicaid

... Followed up on unpaid claims within standard billing cycle time frame

... Make Outbound/Inbound calls on self-pay patients and insurance claims daily

Medical Biller, Collections Specialist and CSR

Revenue Cycle Solutions

February 2015 to July 2017

Responsible for the billing and collections of all claims for various labs from billing, third party commercial, and government insurance to first party collection and private pay claims

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... Make Outbound/Inbound calls on self-pay patients and insurance claims daily

Dialysis tech

Fresenius Medical Care - DeSoto, TX

August 2014 to February 2016

Certified Dialysis Tech

... Administration needed of immunization injections

... Handled blood draws for kidney patients

... Recorded patient's pre-dialysis weight, temperature, blood pressure, pulse rate, and respiration rate

Medical Biller and Collection Specialist and CSR

Cardiovascular Interventional Vascular Associates

August 2011 to February 2014

Handled the scheduling of procedures and pre-admission data collection, and reimbursements
... Worked directly with insurance companies, healthcare providers, and patient to get a claims processed and paid via phone
... Reviewed and appealed unpaid and denied claims
... Collected insurance information, and identified patient financial information
... Collected co-pays, knowledge of CPT codes, CMS-1500, and UB-04

Medical Biller

Eli Daniel Medical Group
January 2010 to August 2011

Provided billing support for all the Methodist hospitals and clinics
... Verified Medicaid and Medicare insurance and knowledge of codes
... Evaluated patient's financial status and establishes budget payment plans
... Reviewed accounts for possible assignment and made recommendations to the Billing Supervisor

Patient Account Rep. 2 / Biller Assistant

Medical Center At Lancaster
June 2004 to January 2009

Provided admissions, registration, discharge, and schedule appointments
... Provided financial arrangements; daily reviews of Medicare/Medicaid accounts
... Provided self-pay, co-pays, deductible, and cash posting

Systems Support Engineer

CompuCom Systems, Inc
January 1999 to September 2005

Supported multiple clients
... Password resets
... Email configuration and support
... Cisco and Avaya Phone setup and configuration
... Received A+ Certification
... Received MOUS Certification
... Received MCP Certification
Dallas, Tx
vsolomon04@yahoo.com - 214-576-6389
... Performs general maintenance tasks and resolves less complex problems immediately
... Worked several accounts, supporting Win 98-Win2000
... Created user accounts in Active Directory
... Supported Lotus Notes6
... Microsoft Office 97-2010
... Cisco Any Connect VPN support

MS Office support

Stream International
March 1997 to January 1999

Helpdesk Anaylst/CSR - March 1997 - January 1999
... Supported Microsoft customers with email and internet
... Answered any questions regarding account and billing
... MS Office support

... Password resets

... Internet access and settings

Education

Some college