Elizabeth Lindsey

elindsey1409@gmail.com

972-998-6429

Skills and Qualifications

Proficient in MS Word and Excel

Skilled at providing excellent customer service

Highly skilled problem solver

Exceptional communications skills, both spoken and written

Experience with multi-line phone system

Experience maintaining confidentiality and understanding of its importance

ICD-10, CPT and HCPCS coding

Understanding of multiple forms of insurance EOBS, including Medicare

Experience with PPO, HMO, Medicare and individual plans

COB - Coordination of Benefits

Bundling/Unbundling

Knowledge of state mandates

Familiarity with UB04, HCFA1500 and individual superbills

Medical terminology

Work Experience

Biller (August 2014 - present)

Texas Heath Partners - Arlington TX

a subsidiary of Texas Health Resources

\* Prepare UB04 billing for submission to Medicare and Commercial Carriers

\* Use Novitas and the Fiss to review Medicare procedures and claims.

\* Familiar with TMHP to review Medicaid

\* Communicate with coders and charge nurses to assure billing is correct

Case Valuer (October 2013 – January 2014)

HMS–Health Management Systems - Irving, TX - (214) 453-3000

\* Managed heavy phone volume speaking to Medicaid and Medicare clients.

\* Identified charges related to injury based on dates, diagnosis and CPT codes to provide the attorney with the lien amount.

\* Utilize correspondence and phone calls to gather information from attorney's offices and insurance companies.

\* Received incoming mail for the department, reviewed and distributed

Customer Service Temp (May 2012 – October 2013)

RPC – Resource Personnel Consultants - Addison, TX - (972) 371-2920

\* RPC is a temp agency that placed me at HMS.

Photographer (October 2010 – present)

Self Employed - [www.rosielindseyphotography.com](http://www.rosielindseyphotography.com/)

\* Portraits and event photography

\* Meet with clients to discuss their needs and plan the photo session

\* Post processing. Send the client a CD of images within one week

\* Currently working on an art project documenting cemeteries and the back roads of Texas.

Claims Examiner (December 2000 – September 2010)

Healthmarkets Insurance Company - North Richland Hills, TX – (817) 355-3100

\* Calculate health insurance benefits based on the policy provisions and state mandates.

\* Investigate claims by requesting and reviewing medical records for eligibility when the claim may fall under the policy's Limitations, Exclusions, Waiting Periods or Waivers.

\* Correspond with insureds, physicians and hospitals regarding policy provisions or claims.

\* Use the telephone to gather information to determine who the primary payor will be.

Education

North Lake College