Angela **Johnson**

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**Professional Summary**

Accomplished Licensed Professional Counselor with broad expertise from psychiatric coding, billing and credentialing to counseling and customer service.

**Core Qualifications**

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| * Psychiatric population familiarity * Certified by the National Board for Certified Counselors (NBCC) * Solution-focused counseling * Extensive DSM-IV knowledge | * Dual diagnosis expertise * Suicide precautions expertise * Suicide risk assessments |

**Experience**

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| **01/2016 to Current** | Billing Specialist  Enterhealth － Dallas, TX   * Contacted insurance providers to verify correct insurance information and obtain authorization for proper billing codes. * Verified proper CPT coding on claims. * Liaised with patients, insurance companies and billing office personnel. * Performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments. * Charted and recorded information in client files. * Identified reasons behind denied claims and worked closely with insurance carriers to have them resolved. * Provided accurate information to all parties, including patients, insurance providers, healthcare staff and office personnel by using effective written and verbal communication skills. * Maintained patient privacy and confidential patient information. |

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| **08/2015 to 01/2016** | Billing Specialist ll  Texas Health Medsynergies － Dallas, Texas   * Oversaw regulatory and strategic initiatives to ensure accuracy of medical claims. * Contacted insurance providers to verify correct insurance information and obtain authorization for proper billing codes. * Frequently commended for maintaining the safety, respect and dignity of residents. * Resolved variances in accounts and reconciled with bank statements. * Managed all aspects of psychiatric billing for seven psychiatrist and mental health providers. * Verified proper CPT coding on claims. * Scheduled patients in EMR  system and updated all pertinent details related to insurance, payments and personal or confidential information. * Performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments. * Revised policies and procedures in accordance with changes in local, state and federal laws and regulations. * Resolved variances in accounts and reconciled with bank statements. |

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| **10/2000 to 08/2015** | Billing Specialist  Texas Health Presbyterian Hospital Dallas － Dallas, TX   * Contacted insurance providers to verify correct insurance information and obtain authorization for proper billing codes. * Resolved variances in accounts and reconciled with bank statements. * Verified proper CPT coding on claims. * Scheduled patients in EMR system and updated all pertinent details related to insurance, payments and personal or confidential information. * Performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments. * Prepared for HIPAA and JCAHO reviews, ensuring required brochures and pamphlets were available to patients in all clinics. * Established and maintained positive relationships with government regulators, residents, families, other area health care providers, physicians and community at large. * Recorded patients' medical history, vital statistics and test results in medical records. * Observed strict confidentiality and safeguarded all patient-related information. * Cooperated with other health related agencies and organizations in community activities. |

**Education**

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|  | Master of Education: Clinical Behavioral Health Counseling  Lamar University － Beaumont, TX, United States  Completed professional development in Clinical Behavioral Health Counseling.  National Honor Society Member  3.89 GPA |

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| **1990** | Licensed Cosmetologist: Cosmetology  Rofflers Beauty College － Dallas, Texas, USA |

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|  | Bachelor of Science: Human Services Management  University of Phoenix － Tempe, AZ, United States  Major in Human Services Management |

**Professional Affiliations**

American Counseling Association

National Association of Professional Women

National Honor Society