**DIMITRI CULP, CMRS**

Home: 972-218-7770, Cell: 214-207-4416

[Dimitriculp09@yahoo.com](mailto:Dimitriculp09@yahoo.com)

**Objective:**

Maintain a position as a medical business office specialist so I can use my advanced knowledge in patient financial services.

**Skills:**

* HIPAA
* Benefit Coordination
* Scheduling
* Appointments
* Medical Terminology
* Verification
* Eligibility
* ICD-10-CM/PCS
* CPT/HCPCS
* Patient Records
* MS Office
* Data Entry
* Time Management

**Education:**

Advanced Career Training, Jacksonville, FL 1996-1997

Travel School

* Aviation technology and principles
* Customer Service

Remington College, Dallas, TX 2018-2018

Medical Coding and Billing, Diploma

* 4.0 GPA
* Dean’s List
* Certified Coding Associate Candidate, AHIMA
* Certified Medical Reimbursement Specialist Candidate, AMBA

**Experience:**

TOUCHSTONE IMAGING 10/2018- PRESENT

PATIENT SERVICE REPRESENTATIVE/SCHEDULER -ADVANCED IMAGING

* Schedule Patients for Diagnostic Exams and Procedures
* Checking In / Out Patients
* Answering Multiple Phone Lines
* Provide Accurate and Complete Information to Billing Office
* Insurance Verification
* Ensure Accuracy of Patient Data Entered Into System
* Process Requests and Filing of Patient Records

Bank of America/Countrywide Financial Corp. 5/2000 – 10/2016

Associate Vendor Manager Auditor

* Performed audits of attorney invoices ensuring proper payment and decreased overpayments.
* Monitoring of financial data from attorney invoices and inputting any needed adjustments.
* Communicated to concerned parties when adjustments were needed to invoices.

**Loan Counselor II**

* Provided quality customer service by offering solutions and maintaining accurate customer management systems.
* Researched alternate solutions/benefits for customers with delinquent mortgage loans.
* Resolved delinquency issues by offering debt counseling options

**Account Specialist for Finance Team**

* Maintained accurate records for applied and returned customer payment accounts
* Applied or returned payments based on Countrywide’s policies and procedures
* Communicated with appropriate department on return payments via written e-mail correspondence

I completed 80 hours of externship at Texas Allergy and Breathing Centers in Mesquite, TX.