Stephanie A. Mills

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904-859-1302

Work Experience

Shared Service Atlanta, Georgia

Medical Billing and Collections Feb 2017 – June 2019

* Ensure that claims are billed on a timely basis and are complete and accurate
* Monitor postings and all billing to ensure compliance with established company policies and healthcare regulations
* Collaborate with the other departments to design, improve and implement effective processes related to billing and collections
* Handle actions related to delinquent accounts and minimizes write-offs
* Reviews receivables aging, helps to analyze and understand trends and takes actions to improve
* Maintain up-to-date expertise and knowledge of compliance, CPT code changes, healthcare billing laws, rules, regulations, and developments necessary for the organization to make informed business decision
* Oversee daily Billing Department functions, including medical coding, charge entry, claims, payment posting, and reimbursement management.
* Analyzes Explanation of Benefits and Remittance Advice and ensures claims processed according to members plans
* Bill claims according to payers guidelines and handle patient billing for self pay patients

McKesson Dallas, TX

Medical Billing July 2013 – Jan 2017

* Accurately input procedure and diagnosis codes into billing software to generate invoices.
* Used electronic charge capture practices such as billing and account receivables (BAR) system and medical billing clearinghouse accounts to submit codes and invoices on time as well as handle patient billing for self pay patients.
* Follow up on past due invoices and delinquent accounts to reduce number of unpaid and outstanding balances.
* Uphold and reinforce compliance with hospital policies and federal regulations such as HIPAA.
* Provide administrative support to physicians and interpret medical reports and data to assign ICD-9 and ICD-10 codes; enter diagnosis codes and patient information into billing software.
* Update and manage diagnosis lists, coordinate routine documentation and coding audits, and execute qualitative analysis of discharged charges.
* Follow and maintain currency on coding, sequencing, and procedures best practices and updates.

Blue Cross Blue Shield Jacksonville, FL

Medical Records Clerk August 2008 – December 2012

* Protect the security of medical records to ensure the confidentiality is maintained
* Review records for completeness, accuracy, and compliance with regulations
* Retrieve patient medical records for physicians, technicians, or other medical personnel
* Enter data, such as demographics characteristics, history and extent of disease, diagnostic procedures, or treatment into system.

Education

James Madison High School

High School Diploma

January 2009

Western Governors University

Bachelors Healthcare Information Management

February 2019

CPC Exam – Scheduled for Exam 08/10/2019