

JEN ROBERSON, CPC

Aurora, CO

Phone: 303.960.3549 | Email: jrob02180@gmail.com

LinkedIn: <https://bit.ly/3q0Cl8j> | Portfolio: <https://bit.ly/3Mp5dyM>

SUMMARY

Full stack web developer with a web development certificate from the University of Denver. Passion for learning and problem solving. Strong communication, attention to detail and analytical skills. Ability to learn new software and languages quickly. Dedicated and mission-focused with employer's vision.

TECHNICAL SKILLS

Frontend: HTML5, CSS, JQuery, Javascript, React, Bootstrap, Responsive Design

Backend: APIs, MySQL, Sequelize, MongoDB, Mongoose, Express, Insomnia, GraphQL, Webpack

Deployment and Delivery: Git, GitHub, Heroku

PROJECTS

Employee Database | <https://github.com/jrob02180/employee-database>

- Command-line content management system to maintain an employee database
- Node, Inquirer, MySQL, Sequelize, JavaScript

Social Mongoose Network | <https://github.com/jrob02180/social-mongoose-network>

- Social network API using NoSQL database
- MongoDB, Mongoose, Express, JavaScript

Weather Search | <https://github.com/jrob02180/weather-search>

Deployed App: <https://jrob02180.github.io/weather-search/>

- Weather app that includes 5 day forecast
- Third party API, HTML, JavaScript, CSS

EXPERIENCE

Billing Specialist

2020 – Current

Colorado Pulmonary Associates

Denver, CO

Oversee billing department, maintain accuracy and timeliness of claims, payments and account reconciliation. Analyze and develop new department procedures. Physician credentialing.

Key Accomplishments:

- Identified and reconciled over \$400,000 in uncollected charges in 3 months.
- Increased efficiency which increased promptness of payments.

Medical Biller

2019 – 2020

Orthopedic Associates

Denver, CO

Reviewed office and procedure notes to verify codes and create claims. Posted payments.

Insurance and patient A/R follow up.

Key Accomplishments:

- Identified and reconciled account errors.
- Analyzed denials, appealed claims.

Billing Manager

2019

Rocky Mountain Labs

Englewood, CO

Analyzed lab and pathology orders for proper sequencing and specificity of ICD-10 and CPT codes. Verified accuracy of charges and reimbursements. Developed collections protocol.

Key Accomplishments:

- Identified and resolved software interface errors.
- Identified over \$16,000 in unbilled charges; over \$120,000 uncollected revenue.

Billing Specialist

2015 – 2019

Office Manager

2012 – 2015

Integrated Wellness Center

Parker, CO

Assisted in all aspects of office start-up as office manager, which included contracting with insurance carriers. HR: payroll, staffing, training and evaluations. Supported IT, maintained all office equipment. Superuser for EMR software. I stepped down to create an in-house billing department and maintained all aspects of revenue cycle management for 4 years.

Key Accomplishments:

- Started and maintained a successful medical practice.
- Developed and implemented all policies and procedures.

EDUCATION

Full-Stack Coding Certificate: University of Denver, Denver, CO
A 24 week intensive web development program.

2023

Medical Professional Coding Certificate: AAPC, SLC, UT

2017