

AMY MEYER

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PROFESSIONAL SUMMARY

I have gained many different skills during my career, such as; office administration, social interactions/working with team members, organizational skills, and computer proficiency. I am a junior programmer and I am working on perfecting my coding skills. If there is a skill required that I do not have, I can learn new skills quickly. I have excellent work ethics and work well with a team or on my own.

EXPERIENCE

Reimbursement Operations A/R Follow up, Radnet Fairport NY, May 2018 - Current

- Working at Radnet has me working on multiple projects at a time. One project is printing claims and medical reports for workers compensation and motor vehicle accident claims for our third-party billers.
- Medical billing and following up on workers compensation and motor vehicle accident claims to make sure that the claims are being processed and paid by the insurance companies.
- Working on, and following up on, denials from the insurance. This includes: needing medical records, benefits exhausted, and eligibility.

File Clerk/Data Entry Clerk, Office Team/Robert Half Rochester NY, October 2011 - May 2018

- Worked with paper claims and mailing them to the proper insurances.
- Verified information before mailing claims to prospective places such as the patient, the insurance company, and a workers comp. Sending a copy to the board.
- Worked on denial follow up with workers compensation claims and working with the insurances for follow up.

Activity Assistant / Grande vie, Penfield NY JANUARY 17 2013 – AUGUST 17 2017

- Helped with all activities that supported the staff and residents. This included: bingo, trivia, events, and supporting staff.
- Oversaw helping to set up and take down for many activities.
- Worked with director to help with scheduling programs and setting up monthly calendar.

EDUCATION

Bachelor of Arts:
Art Therapy, 12/2012
Mercyhurst University – Eire PA

CERTIFICATIONS

Free Coding Camp

- Responsive web design Certificate

Code Academy

- JavaScript

Art Institute

- 3D Animation Certificate

KEY SKILLS

- Data Entry
- HTML
- CSS
- Git Hub
- JavaScript
- Medical Billing
- Insurance Billing
- Word Processing Software
- Paperwork Processing
- Clerical Support
- Document Scanning
- Microsoft Excel Expertise