

Yvonne Diaz

Billers Service Representative - St Peters University Hospital

Orlando, FL

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To obtain a position where my administrative and billing experience in the healthcare industry can be beneficial in your organization.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Intake Coordinator

RG Therapy - Maitland, FL -

2017-02 - Present

Processes all home based referrals for OT, PT, and Speech via phone, fax or email.

Gathers all necessary information that will assist in initiating comprehensive and timely services, including gathering copies of other evaluations.

Determines appropriateness of referrals

Communicates with referrals source regarding service initiation date and provider information.

Returns phone calls to referral sources within a timely manner.

Maintains hard-copy files of all referrals as a back-up.

Requests authorizations for services needed from the insurance.

Billers Service Representative

St Peters University Hospital - New Brunswick, NJ -

2004-03 - Present

- * Verifying Insurance coverage as well as relevant medical information

- * Billing Insurance for services rendered

- * Friendly and helpful customer service

- * Excellent computer skills, especially data entry into medical systems

- * Understanding of all confidentiality laws and regulations

- * Knowledge of medical terminology and insurance companies and coverage types

- * Collect personal, medical, and insurance information from patient

- * Training in all aspects of registration for our newborns and billing for our Specialty clinics

- * Give extensive details to new parents on how insurance process works and what is an EOB and how to coordinate their benefits so the newborn

Charges get paid correctly.

Bluebook Coordinator

Kates-Boylston Publications - Iselin, NJ -

1996 - 2002

- * Maintained Database
- * Posting Payment for paid advertisers.
- * Prepared directory advertising for production.
- * Proofread Directory prior to printing.
- * Sold advertising to new and existing customers.
- * Prepared proofs in Quark Express
- * Oversaw customer service for a 900-page directory

Data Entry Clerk

KatKev Associates - Edison, NJ -

1994 - 1996

- * Accurately typed 200-400 rebates daily.
- * Meet dead lines for month end reports.
- * Audited shipment invoices from United States and overseas

EDUCATION

Certificate in Computerized Medical Office Program

The Middlesex County College - Edison, NJ

2003 - 2004

The Cittone Institute - Edison, NJ

2001 - 2002

Basic Education

Perth Amboy High School - Perth Amboy, NJ

1985 - 1989

SKILLS

Microsoft office, Excel, Athena Billing System, Mckesson Star System

CERTIFICATIONS/LICENSES

Computerized Medical Office Program – Certificate Program

ADDITIONAL INFORMATION

Skills

- * HIPAA Certified.

* ICD-9-10, CPT Coding; Medical Terminology.