

# Sandra Charles

Winter Park, FL 32792

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## WORK EXPERIENCE

### **Billing Coordinator**

Comprehensive Healthcare - Altamonte Springs, FL -

2011-10 - Present

Coding for Physical Medicine, Chiropractic, PIP, Nerve Conduction Studies

Charge Entry

Third party collections , Appeals

Billing ,electronic and hard copy submission

### **Account Manager**

Patient Point - Orlando, FL -

2009-08 - 2011-10

- Coding for Pediatrics, Internal medicine, Chiropractic, PIP, Rheumatology, and Gastroenterology
- Charge Entry
- Third party collections, Appeals
- Billing, electronic and hard copy submission when necessary
- Supervision of 5 Offshore workers

### **Coordinator**

FloridaOncology - Orlando, FL -

2006 - 2009

- Treatment Planning, Billing
- Charge entry, Collection, Coding

### **Medical Collection Specialist**

Priority Healthcare - Lake Mary, FL -

2003 - 2006

- Worked monthly aging trial balances.
- Day to day extensive customer service contact with insurance carriers and patients.
- Expedite necessary requirements as needed in order to retrieve payment from insurance carriers and patients.
- Established payment plans with patients for outstanding balances.

### **Managed Care Coordinator**

Curascript Pharmacy - Orlando, FL -

2002 - 2003

- Responsible for Medicare, Medicaid, BSCA insurance verification and authorization.
- Initiated referral process for Hep-C population, Create Order, and set up deliveries. Communicate with physician to insure patient is receiving proper medication.

### **Claims Benefit Specialist**

Aetna Us Healthcare - Cranbury, NJ -

1997 - 2003

- Process and finalize Medical and dental claims for payment or denial.
- Interact with providers and outside billing offices
- Consistently met organizational quality and quantity goals
- Call center environment- members services /3hrs a day

### **EDUCATION**

#### **Associate**

George C Wallace State Community College-Dothan

1986-08 - 1988-05