

# CHELSEA BROWN

Chelseaskutt01@gmail.com · (616) 916-2538  
<https://octgirl01.wixsite.com/chelseaskuttbrown>

Articulate, personable, and knowledgeable medical billing and coding specialist.  
Looking to further career in the professional health care industry including benefits administration.

## EXPERIENCE

**JULY 2019 – PRESENT**

**OUTPATIENT OPHTHALMIC BILLING AND CODING SPECIALIST**, BLUE SKY VISION

Provide medical coding and billing; average of 325 lines of code adjusted and verified, and \$45,000 in revenue processed per day. Experience with multiple applications including: EHR, EPM, ICD-10, and CPT.

**MARCH 2018 – JULY 2019**

**OPHTHALMIC TECHNICIAN**, GRAND RAPIDS OPHTHALMOLOGY

Interacted with an average of 45 patients per day; communicated with, triaged, and assisted in treatments of patients. Billed procedures and examinations and handled medical documentation.

**DECEMBER 2017 – FEBRUARY 2018**

**NURSE TECHNICIAN**, SPECTRUM HEALTH BUTTERWORTH HOSPITAL

Provided patient care pertaining to hygiene and advocacy, medical documentation and CHARTing, and facilities management.

## EDUCATION

**MARCH 2019 – JUNE 2019**

**MEDICAL BILLING AND CODING SPECIALIST**, U.S. CAREER INSTITUTE

Studied basics of medical billing and coding and the functions of healthcare providers and insurance.

**SEPTEMBER 2016 – MAY 2017**

**GENERAL EDUCATION**, GRAND RAPIDS COMMUNITY COLLEGE

Anatomy and Physiology, U. S. History and Civics, African American History, among courses taken.

**FEBRUARY 2017 – MAY 2017**

**EMT-B**, GREAT LAKES EMS ACADEMY

Clinical experience with LIFE EMS, AMR, and Saint Mary's Emergency Room. Education on medical anatomy and physiology, HIPAA, and major medical emergencies.

## SKILLS/CERTIFICATIONS

- Excellent communication skills
- Customer service
- Healthcare ethics and compliance
- Six Sigma Black Belt
- EMT-B
- Basic Life Support (BLS)