

Rachel Kinner

Each day, do your best and let go the rest.

Red Bluff, CA

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I am looking forward to joining a company that offers the stability and flexibility needed for my family and I. I cannot wait to learn more and grow within any position that I may acquire.

Willing to relocate to: Medford, OR - Phoenix, OR - Central Point, OR

Authorized to work in the US for any employer

Work Experience

Medical Billing Specialist

Lassen Medical Clinic - Red Bluff, CA

May 2019 to Present

Charge posting (claim creation) for acute care providers, family practice, pediatrics, x-ray and labs, working a claim from creation to final payment, identify denial reasons and determine if able to re-submit, recoupment, workers comp experience, communication with multiple payers, familiar with medi-cal.

I'm about to take my CBCS certification exam this year 2020.

Patient Service Representative

Lassen Medical Group - Red Bluff, CA

September 2015 to May 2019

Prioritize tasks

Time management

Handle inbound and outgoing calls on a multi phone system

Computer literacy

Type 54 wpm

Work with system called Athena, understand word, excel, power point

Create positive environment for co-workers and patients

Check in/our patients in timely manner

Adjust provider schedules

Shift Supervisor and Barista

Starbucks - Red Bluff, CA

September 2006 to September 2014

Supervisor to between 2-8 partners

Open/Close the building

maintain quality and store cleanliness standards

daily cash handling including store deposits

inventory ordering and receiving

deal with customer complaints in a prompt and professional manner

Education

Bachelor's in Exercise physiology

Chico, CA

August 2007 to May 2010

Skills

- Customer Service (10+ years)
- Typing (10+ years)
- Leadership Development (8 years)
- Phones (10+ years)
- Front Desk
- Front Office
- Call Center
- Medical Billing
- Medical Insurance
- Excel
- Microsoft Word
- 10-Key (5 years)

Certifications and Licenses

Physical therapy aide

June 2008 to May 2009

Therapy aide duties and office duties

Assessments

Electronic Medical Records Knowledge — Proficient

April 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: https://share.indeedassessments.com/share_assignment/to-p4h61xnuguwvo

Medical Terminology — Proficient

February 2020

Understanding and using medical terminology.

Full results: https://share.indeedassessments.com/share_to_profile/ad918cdd0f202ace96ff7f9af8fd82fbed53dc074545cb7

Medical Billing — Proficient

February 2020

Understanding the procedures and forms used for medical billing.

Full results: [https://share.indeedassessments.com/
share_to_profile/413d7548172c8a00df35f3ced86a054aeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/413d7548172c8a00df35f3ced86a054aeed53dc074545cb7)

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