

Aubree Westring

Spanish Fork, UT 84660

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801-380-6246

#readytowork

Authorized to work in the US for any employer

Work Experience

CPC Coder

Canyon View Medical Group - Spanish Fork, UT

December 2017 to Present

- Verifying charges and correct codes by reading the doctors notes
- Working closely with physicians to keep codes correct
- Querying doctors as needed
- Working insurance denials
- Correcting and sending out correct claims
- Working claim edits and correcting all errors
- Worked with nextgen and icentra

Medicare Billing Specialist

IHC - Provo, UT

June 2016 to December 2017

- Billing out Medicare claims correctly
- Following up on denied claims
- Correct claim edits
- Inpatient billing

Customer Service Representative

Five Star Franchising - Spanish Fork, UT

March 2015 to September 2016

- Answer phone for multiple franchise companies and schedule either estimates, cleaning, or selling lawn care.
- Helping with client services emails including emailing customers and franchise owners.

Office clerk

Krieger Ricks - Springville, UT

January 2004 to January 2014

Office Manager- Jenny Snow 801-489-9428 (best to contact on Mondays or Tuesdays)

- Answering multiple phone lines
- Filing
- Customer service
- End of year filing
- Creating new files

I still currently work here. I go in once a week to keep up on filing.

Chiropractors assistant

Cook Chiropractic - Spanish Fork, UT
September 2012 to October 2013

Dr. Veloy Cook 801-798-7746

- Answering phone and scheduling appointments.
- Working closely with the doctor and patients.
- Setting patients up on therapy.
- Running all scans on new patients and or new injury.
- Some billing and coding.
- All scanning and filing.

Cashier

Westring Oil - Spanish Fork, UT
January 2012 to September 2012

Store Manager- Jana Foster 801-798-7232

- Greeting customers
- Multi tasking with the widow and inside sales
- Checking customers out quickly
- Handling money and credit/debit cards
- Keeping the store maintained and clean
- Opening and closing the store on time

Although I love my job here I need something a little more long term.

Cashier

Westring Oil - Orem, UT
June 2007 to July 2008

Store Manager- Austin Westring 801-367-3658

- Customer service
- Checking customers out quickly
- Cormark orders
- Counting tills
- Help with the schedule
- Cashier

I decided to quit when I had my baby.

Cashier

Sportsmans Warehouse - Provo, UT
September 2006 to June 2007

Manager- Kelly Rogers 801-818-2000

- Customer service
- Answering phones and questions
- Checking customers out quickly
- Counting tills

- Cashier

I quit Sportsman's so go work with the family at the gas stations.

Education

High School Diploma

Spanish Fork High School - Spanish Fork, UT

May 2006

Skills

- Medical Billing
- Accounts Receivable
- CPC
- Medical Coding
- Icd-10
- ICD
- Aapc
- Time Management
- Microsoft Excel
- CPT Coding
- Microsoft Word
- Microsoft Outlook
- EMR Systems
- Medical Records
- Insurance Verification
- ICD-9
- EMR Systems
- Insurance Verification
- Medical Office Experience
- Medical Records
- Transcription
- Anatomy Knowledge
- Hospital Experience

Certifications and Licenses

Certified Professional Coder (CPC)

January 2019 to January 2020

I have current AAPC CPC

Test typing certification

<https://www.ratatype.com/u1932475/certificate/>

Assessments

Problem Solving — Highly Proficient

September 2019

Measures a candidate's ability to analyze relevant information when solving problems

Full results: https://share.indeedassessments.com/share_to_profile/b28b6bffb5f5c32618e38cee1047d7f9eed53dc074545cb7

Medical Billing — Proficient

September 2019

Understanding the procedures and forms used for medical billing.

Full results: https://share.indeedassessments.com/share_to_profile/43f10afe7c81f5c1927e5943189377b2eed53dc074545cb7

Medical Terminology — Proficient

December 2019

Understanding and using medical terminology.

Full results: https://share.indeedassessments.com/share_assignment/onsqfsymeo5aavgo

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