1. Delivered timely and accurate charge submissions utilizing [Software].
2. Tutored [Number] new coders for compliance with [Type] and [Type] classification systems and coding guidelines.
3. Confirmed backup and proper storage of sensitive information in event of data breach or outage.
4. Posted payments and collections on regular basis.
5. Filed and updated patient information and medical records.
6. Reviewed [Number] medical records per [Timeframe] to select appropriate coding sequences.
7. Orchestrated day-to-day operations of billing department, including medical coding, payment posting, accounts receivables and collections.
8. Translated and interpreted medical billing codes with strong accuracy to enable swift payment from insurance agencies.
9. Participated in workshops and other training opportunities to remain current on billing procedures, regulations and industry updates.
10. Verified signatures and checked medical charts for accuracy and completion.
11. Devised new methods to make workflows more efficient and brought suggestions to attention of [Job title].
12. Analyzed complex Explanation of Benefits forms to verify correct billing of insurance carriers.
13. Collected payments and applied to patient accounts.
14. Prepared accounts with past due balances of more than [Number] days and transferred those cases to collection agency.
15. Maintained current accounts through aged revenue reporting.
16. Analyzed medical records to satisfy insurance company mandates.
17. Reviewed patient records, identified medical codes and created invoices for billing purposes.
18. Efficiently collected payments and communicated with clients.
19. Followed up on legal claims.
20. Posted charges, payments and write-ups for cardiovascular procedures.