

636-999-9999

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St. Charles, Missouri

## OBJECTIVE

*Result- driven, people centered healthcare professional seeking to work in an environment that will allow me to utilize my exceptional patient care skills.*

## SKILLS

Insurance Billing and Coding / ICD 10

Phlebotomist

CPR Training

EKG Technician

Customer Service

## EDUCATION

60 Credit Hours / Special Education

Harris Stowe State University  
1982 - 1984

Medical Assistant Certification

Bryant Institute  
1994

General Studies / Diploma

Central High School

## EXPERIENCE

Medical Assistant / Charger Entry / Patient Service Rep II (Floater)

Saint Louis University / Cancer Center St. Peter / 2016 - current

- Register chemotherapy patients
- Record patients' medical history and vital signs
- Verify patients' treatment, demographic, and insurance
- Screen and room patients with COVID 19 symptoms
- Schedule follow-up appointments
- Code ICD 10 EKG charges
- Research daily edit reports
- IDX billing edits
- Enter medical charges into IDX & EPIC system (five locations)
- Complete missing charge and pending appointment reports

Insurance Billing Collections II Appeal

Washington University / Otolaryngology / 2003 - 2016

- Ensure timely filing of all claim submission
- Perform insurance verification reports
- Complete research and IDX Edits
- Verify and correct patient's registration
- Obtain referrals and pre-certifications
- Collect patient's copays
- Resolve TES edits