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| profile |
|  | Strong background in accounting and proof control.Hard-working team player with great communication skills and a perfect attendance record.Computer skills include: Microsoft Windows, Microsoft Word, Microsoft Excel, and Lotus Notes. |
| experience |
|  | A. Datum Corporation | 1999 - Present |
| Medical Biller* Currently volunteer in the OB/GYN.
* Accurately enter patients' demographics into the Medical Manager system, as well as post payments and make changes when necessary.
* Verify patients' insurance eligibility.
* Abstract information from patient files for reimbursement.
* Code CPT procedures as well as diagnosis ICD-9 CM.
* Abstract demo information from ADT system for billing purposes.
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| Woodgrove Bank | 1988 - 1998 |
| Senior Accounting Clerk* Handled basic accounting functions: A/P, A/R, and billing.
* Performed 2-way proof of debits and credits.
* Performed "back-value" calculations on mutual funds and private banking.
* Conducted heavy research.
* In securities area, worked with broker-dealers.
* Handled securities deliveries, fed wires, government securities, etc.
* Reconciled daily department transactions.
* Supported fellow co-workers.
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| Northwind Traders | 1987 - 1988 |
| Claims Processor, Foreign Exchange Department |
| Adventure Works | 1980 - 1985 |
| Inventory ClerkHandled billing and collections of all incoming and outgoing merchandise and quarterly inventory. |
| EDUCATION |
|  | Oak Tree Technical College | 1999 |
| Completed courses in advanced medical billing. |
| Elm Community College | 1998 |
| Earned certificate in Medical Billing. |
| Maple School of Business | 1997 |
| Completed merit courses in recordkeeping, office practices, and computer literacy. |