



BLAIR A. EVANS

123 Any Street | Columbus, OH 55555 | 614-555-5555 | name@email.com

QUALIFICATIONS SUMMARY

- ◆ **Certificate in Medical Billing and Coding** ◆
- ◆ **Proven Track Record Increasing Productivity and Organizational Effectiveness** ◆
- ◆ **Comprehensive Administrative, Customer Service, Operations, and Team Leadership Experience** ◆

Dedicated and performance-focused with strong knowledge of medical billing and coding practices and completion of a 160-hour externship with *Hospital Professional Billing*. Recognized throughout career as the “go-to” person when support and results were needed. Combine strong organizational and time management skills with meticulous attention to detail and a commitment to producing accurate work. Quick learner who works well autonomously or as an integral member of a team. Proficient in MS Word, Excel, Access, PowerPoint, Outlook, Digital Office Manager, and Medical Manager applications. Core skills and knowledge include:

- ✓ ICD-9-CM / CPT Coding
- ✓ Anatomy / Physiology
- ✓ Medical Terminology
- ✓ 16,000 ksp / 55 wpm
- ✓ Workers' Compensation / Private Insurance
- ✓ Medicare / Medicaid / Tri-Care
- ✓ Document Scanning / Retrieval
- ✓ Collections / Client Relations

ACADEMIC BACKGROUND

MEDICAL INSTITUTE, Columbus, OH
Medical Insurance Billing & Coding Certificate (2006)
GPA: 4.0 / 4.0

STATE COMMUNITY COLLEGE, Columbus, OH
Associate's Degree in Office Administration (In Progress)
Coursework includes: Financial & Managerial Accounting; Business Grammar;
Keyboarding I, II & III; MS Word; MS Excel; MS Access; MS PowerPoint; MS Outlook

PROFESSIONAL EXPERIENCE

HOSPITAL PROFESSIONAL BILLING – CLIENT SERVICES, Columbus, OH
Extern (August 2006)

Completed a 160-hour externship within a high-volume billing practice, performing diverse administrative and support functions including scanning documents into the system, retrieving files, and distributing incoming and outgoing mail. Communicated directly with patients while placing initial collection calls to resolve outstanding receivables. Utilized Digital Office Manager and Medical Manager applications to facilitate daily functions.

Selected Highlights:

- **Recognized by supervisor as, “acting in a very professional and business-like manner...always prompt and always willing to assist...very courteous and conscientious.”**
- **Developed a reputation for being able to work autonomously with limited direction or supervision, by quickly mastering new processes, policies, and systems.**

PROFESSIONAL EXPERIENCE

(CONTINUED)

BIG COMPANY FULFILLMENT SERVICES, Columbus, OH

Quality Assurance (2005 – 2006); **Media Processor** (2004); **Receiving Keyer** (1994 – 2004)

Transitioned roles throughout a leading catalog and retail distribution center, handling various responsibilities including processing customer orders, reorders, catalog and “do not solicit” requests, gift certificates, and name and address changes. Labeled, keyed, and scanned merchandise into the system, facilitating the timely movement from the dock to the warehouse floor. Followed quality assurance protocols while sorting merchandise, identifying defects, and verifying appropriate tolerances.

Selected Highlights:

- **Achieved 16,000 keystrokes per hour, excellent typing and 10-key skills, and a promotion to media processing based on accuracy, dependability, and the ability to learn new processes quickly.**
- **Garnered a reputation as the “go-to” person when assistance was needed, helping both management and peers when requested to provide support outside of daily responsibilities.**

STORES INTERNATIONAL, Columbus, OH

Yard Dispatcher (1994); **Group Leader** (1991 – 1994); **Merchandise Processor** (1989 – 1991)

Supervised up to 10 team members while sorting, stacking, and distributing merchandise, maintaining trailer locations within the system, and ensuring efficient and effective operations. Identified unsafe operating practices and took the time to correct issues to minimize merchandise and personnel vulnerability.

Selected Highlight:

- **Fast track promoted to handle increased levels of responsibility, based on a demonstrated commitment and dedication to efficient operations and increasing productivity.**

PROFESSIONAL AFFILIATIONS

Member – AMERICAN ACADEMY OF PROFESSIONAL CODERS