

Blair A. Evans

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Columbus, OH 55555
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- Objective** To obtain a career position in Medical Billing and Coding
- Education** *Medical Institute*, Columbus, OH. February 2006 to August 2006
Medical Insurance Billing and Coding Program G.P.A. 4.0/4.0
Graduate: Yes
- State Community College*, Columbus, OH. 2003
Last quarter attended: Winter 2006. G.P.A. 3.4/4.0
Working toward Associate Degree in Office Administration, Medical Cognate
- Financial Accounting, Managerial Accounting
 - MS Word, Excel, Access, PowerPoint, Desktop Management
 - Keyboarding I-III, Business Grammar
- Skills** ICD-9-CM and CPT Coding, Medical Terminology, Anatomy and Physiology, Insurance Theory including Medicare, Medicaid, Tri-Care, Workers' Compensation, private insurance; Digital Office Manager, Medical Manager; scan EOBs into computer; make initial collection calls
- Employment** *Hospital Professional Billing-Client Services* Columbus, OH
August 2006 Extern
- Used Digital Office Manager and Medical Manager programs
 - Made initial collection calls to patients
 - Scanned documents into system, retrieved documents from system
- Big Company Fulfillment Services* Columbus, OH
August 1994 to January 2006 Merchandiser Processor
- Obtained 16,000 keystrokes per hour on numeric keypad
 - Promoted to clerical position in Media Processing in March 2004
 - Known for accuracy, work ethic, and team work
- Stores International* Columbus, OH
August 1989 to August 1994 Yard Dispatcher
- Promoted from Material Handler to Group Leader, August 1991
 - Became Yard Dispatcher in April 1994
 - Supervised: 6-10 associates as Group Leader; 4 yard drivers
- Organizations** *American Academy of Professional Coders* Salt Lake City, UT
July 2006
Goal: To become a Certified Professional Coder
- References** References and Letter of Recommendation available upon request