



CORE SKILLS



ICD-9-CM & CPT Codes



Workers' Compensation



Insurance Procedures



Medicare / Medicaid



EOB & UB-04 Forms



Medical Terminology



HIPAA Regulations



HCPCS Codes



1500-CMS



TRICARE



AVERILL THOMAS

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PROFILE

Self-motivated professional possessing a certificate in Medical Insurance Billing and Coding. Combine excellent customer service and communication skills with meticulous attention to detail. Dedicated to serving the needs of employers through hard work and dependability. Well organized and committed to completing tasks ahead of schedule and managing multiple competing priorities while maintaining calm under pressure.

Comprehensive knowledge of medical terminology, coding, insurance, and HIPAA with the ability to learn new systems and procedures quickly. Team player who also works well in solo assignments. Technically proficient in Word, Excel, Outlook, and proprietary insurance and billing applications.

EDUCATION

MED INSTITUTE

Medical Insurance Billing and Coding Certificate (2008)

- ◆ **Fast-tracked program completion, finishing in only 5 months** rather than standard 9-month time frame; maintained 4.0 GPA throughout aggressive course schedule.
 - Received hands-on training in all facets of business including medical insurance, claims processing / collection strategies, and procedural and diagnostic coding.
 - Simulated practice manually and electronically preparing insurance claims.
 - Learned interviewing and documenting skills to obtain patient information necessary to manage and complete claims.
 - Completed courses in medical terminology, claims preparation and processing, creation and maintenance of patient records, and code selection and application.
- ◆ **Completed 160-hour externship with Hub Benefits in St. Louis, Missouri;** verified insurance availability, printed 1500 CMS claim forms from RIMS, and researched and assigned BlueCross pricing on claims.

PROFESSIONAL EXPERIENCE

HALLMARK, St. Louis, Missouri (2005–2007; 1999–2001)

Sales Associate

- ◆ Assisted clients in selecting products, providing courteous front-line support while assessing needs, and directing to appropriate merchandise displays.
- ◆ Opened and closed store, reconciled cash drawer, made bank deposits, recorded sales figures, and reported performance to corporate office.

MPL CAFETERIA, St. Louis, Missouri (1995–1999)

Customer Service Associate

- ◆ Prepared and served food and drink, assisted customers with menu selection, operated cash register, and maintained restaurant cleanliness.

TECHNOLOGY

Microsoft Office: Word, Excel, Outlook | RIMS | BlueCross