AVERILL THOMAS
123 First Ave
St. Louis, Missouri 12345

123-4567 home
234-5678 cell
name@email.com

OBJECTIVE

To obtain a position in the Medical Insurance Billing and Coding field using my knowledge and gained experience. I am a fast learner and have strong skills in communication, attention to detail and organization.

EDUCATION

Medical Insurance Billing and Coding Certificate from Med Institute, St. Louis, Missouri
Hub Benefits – Insurance Externship, St. Louis, Missouri

- Rims, printing 1500 CMS claim forms
- Verified Insurance eligibility
- Blue Cross pricing of claims

SKILLS

- CPT coding, ICD-9-CM, and HCPCS
- Knowledge of 1500-CMS claim forms, EOB's and UB-04 claim forms
- Knowledge of insurance including Medicare, Medicaid, Workers Compensation, and TRICARE
- Knowledge of HIPPA regulations
- Medical Terminology
- Experience with Microsoft Word and Excel

EXPERIENCE

1999-2001 Sales Associate, Hallmark
2005-2007

- Assisted clients with product selection
- Responsible for cash drawer
- Responsible for opening and/or closing store
- Made bank deposits

1995-1999 MPL Cafeteria

- Customer service

REFERENCES

- Furnished Upon Request