

NANCY ANYBODY

XXX E. Ranchito Road
Dilley, TX 78017
(830) 965-XXXX
xxxxxx@aol.com

PROFESSIONAL PROFILE

- Diverse experience in Healthcare and Clinical Support
- Strong background in Office Technology, Data Entry, and Medical Billing & Coding

MEDICAL OFFICE SKILLS

- Insurance Claim Billing & Processing
- Government & Third-Party Payers
- Managed Care (PPO & POS)
- HMO Guidelines
- Medical Office Procedures
- TRICARE, Medicare & Medicaid
- Electronic Medical Records (EMR)
- HIPAA Guidelines
- CMS & DMHC Regulations
- MS Office
- MOSS & MEDISOFT
- CMS Form 1400 & 1500
- Uniform Billing (UB) - 04
- CPT-4
- HCPCS
- ICD-9-CM

EDUCATION

Ultimate Medical Academy – Tampa, FL

2011

Medical Billing & Coding Diploma

Includes medical terminology, anatomy and physiology, disease processes, surgical procedures, life cycle of an insurance claim, health care settings, health care payers, procedure and diagnosis coding from medical records, reimbursement systems, facility billing, keyboarding, word processing, medical practice management systems, and life skills for success

- ***Working towards CPC Certification***

Southwest Texas Junior College – Uvalde, TX

2005

Office Systems Technology Certificate

PROFESSIONAL EXPERIENCE

Lopez Health Systems, Inc. – Dilley, TX

1/10-Present

Home Health Provider

- Provide quality care to a range of patients and assist with daily living skills

Day 3 Foliage – Dilley, TX

10/10-Present

Greenhouse Worker

- Water plants, clean facilities, and adhere to strict schedules

ACCOMPLISHMENTS

- Able to multi-task and work effectively with a large volume of information
- Highly organized and capable of prioritizing workloads to meet deadlines
- Front office skills with the ability to identify and address customer needs
- Motivated, attentive, and willing to learn
- Amiable and productive in team environments
- Possess a thorough knowledge of modern clinical practices and procedures
- Computer skills include: MS Office Suite and MEDISOFT Proprietary Software