

# Sharon Juarez-Garcia

## AR Associate

462 Virginia RD Unit 2 - Lexington, NC 27295  
sinfante4799@yahoo.com - 252-286-5991

AR Associate - Novant Health/Medquest Responsible for resolving denials regarding insurance/radiology claims and patient bills

Insurance Clerk - Durable Medical Equipment

Dedicated billing professional with more than 15 years of experience billing and processing medical insurance claims. Excels in processing denials, A/R, billing and posting payments. Effectively manage multiple, high-priority projects and take pride in providing exemplary customer service.

## WORK EXPERIENCE

### AR Associate

Medquest/Novant Health - Winston-Salem, NC - December 2013 to Present

Responsibilities

The correction and billing of denied claims

### Billing Specialist

Down East Medical Supply - Kinston, NC - May 1998 to October 2013

Submits claims to Medicare, Medicaid, and Third Party Insurances, also submits bills/statements to wholesale accounts, processes denied claims, post payments from patients, insurances, and wholesale accounts. Processes orders in compliance with state and federal guidelines. Enters staff time and attendance records for payroll department. Works directly with doctors, patients, and insurance companies. Runs all reports for management regarding A/R, Claims, and Billing.

Also interprets for Spanish speaking clients.

### Billing Specialist

Caring Hands Medical Supplies - Washington, NC - June 2011 to December 2011

Enters orders for billing, submits claims to Medicaid, posts payments of patients and insurances.

## EDUCATION

### Medical Terminology and Spanish

Lenoir Community College - Hookerton, NC  
1990

## ADDITIONAL INFORMATION

Key Skills

- Submitting Claims to insurances
- Processes denied claims
- Posts payments from insurance and patients
  
- Claims Reports and Documentation

- Policy Interpretation
- Confidential Records Management
- Customer Service