

Holly Mikity

Medical Billing Specialist

Northglenn, CO
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To utilize my medical billing skills for a medical billing specialist/ account representative position.

WORK EXPERIENCE

Medical Billing Specialist

Emmi Physician Services, Inc - Golden, CO - July 2007 to February 2013

Daily monitoring and resolution of outstanding anesthesia billing claims.

- * Communicated as a customer service billing representative and resolved billing questions.
- * Accounts receivable collections and follow-up on accounts for prompt payment.
- * Responsible for appeals process for accurate payment of denied and underpaid claims per contract.

Medical Administrative Assistant

North Suburban Chiropractic Clinic - Federal Heights, CO - November 2006 to March 2007

Responsibilities of medical office procedures such as receptionist, chart preparation, patient scheduling, processing payments, insurance billing.

- * Back office duties involved setting up and monitoring various medical treatment modalities and assisting doctor with patient care.

Worker's Comp Billing Representative

Apollo Enterprises, Inc - Covina, CA - July 1999 to March 2004

Provided excellent customer service for a medical management firm specializing in pharmaceutical billing for national retail pharmacy chain.

- * Responsible for maintenance of account receivable accounts and collections process.
- * Communicated with workers compensation insurance adjustors for payment on claims in a timely manner.

EDUCATION

Medical Administrative Assistant

Kaplan College

Associate of Science

Pasadena City College