
KATHERINE EIKENBERG, C.M.B.S.

2051 Zlaten Drive Apt H115 ♦ Longmont, CO 80504 ♦ 303-507-9009♦Keesling17@gmail.com

PROFESSIONAL PROFILE

Seeking employment within a professional organization to utilize demonstrated expertise in insurance claims negotiation, problem solving and workflow management; an accomplished, self-motivated business and operations management professional

KEY SKILLS

- Experience with accounting and business management and the startup and shutdown of a small business
 - Proficient in QuickBooks, Microsoft Office and data entry
 - Efficiently complete tasks and a hard worker with a ‘whatever it takes’ attitude
 - Knowledge of medical terminology and comprehension of HIPAA rules and regulations
 - Experience training new employees, and a quick learner with a proven track record
 - Verbal and written communication skill
 - Skilled in medical record procedures and managing inventory
 - Excellent customer service
-

EDUCATION

Institute of Business & Medical Careers <i>Associates of Occupational Studies Degree – Medical Billing and Coding Specialist</i>	Longmont, CO <i>November 2012</i>
Front Range Community College <i>Accounting and Business Management – Medical Office and Accounting</i>	Westminster, CO <i>June 2006</i>

RECENT PROFESSIONAL EXPERIENCE

Pharmerica <i>Census I Associate</i>	Longmont, CO <i>February 2021 – Current</i>
<ul style="list-style-type: none">▪ Helped maintain 123 facilities throughout the USA. Using AS400 and Microsoft products to monitor and keep charts up to date for the billing process to run smoothly.▪ Looked up claim status to see if it had been paid through the insurance company. Ran a full benefits investigation to verify benefits and set up hierarchy.	
Major Medical Supply <i>Medical Billing Externship 120 Hours</i>	Longmont, CO <i>November 2012 – December 2012</i>
<ul style="list-style-type: none">▪ Had to research patients through Microsoft Xcel, and Episdealert.com to help discover whether 12,000 patients were inactive and changed their status.▪ Looked up claim status to see if it had been paid through the insurance company.	
Streamline Acquisitions, Parkview Pet Grooming, Outkast Detailing, Helping Hand Contracting, Real Estate, and At Home Heating & Air <i>Accounting Independent Contractor</i>	Longmont, CO <i>April 2001 – Present</i>
<ul style="list-style-type: none">▪ Startup small businesses; implement accounting systems, including Quick Books, marketing, and filing systems	

KATHERINE EIKENBERG, C.M.B.S.

2051 Zlaten Drive Apt H115 ♦ Longmont, CO 80504 ♦ 303-507-9009♦Keesling17@gmail.com

Theta Tech Networks, Inc.

Erie, CO

Office Manager / Accountant

April 2001 – December 2010

- Helped a small business get up and running; assisted with phones, customer service, data entry, scheduling appointments, making travel arrangements, and bookkeeping

Itellisource

Denver, CO

Temporary Accounts Receivable

September 2008 – April 2009

- Responsible for fixing a clients accounts as they called in sometimes having new product shipped to them or having return labels sent to them; specialized in reimbursing customers for defective products

Boulder Internal Medicine

Boulder, CO

Medical Records / Pre-Certification Representative

February 2006 – March 2006

- Performed pre-certifications with insurance companies for patient procedures; copied medical records

Bolder Staffing

Boulder, CO

Temporary Administrative Assistant and Temporary Clerical / IT

June 2005 – February 2006

- Responsible for working on a job-site for a day to a month performing a variety of administrative duties including clerical, data entry, answering phone and making corrections for BVSD in IC database

CERTIFICATES

Certified Medical Billing Specialist

June 2012

Credit, Rebuilding Credit Certificate

August 2011

HIPAA, HIPAA Compliancy

April 2022

Communication, Art of Communication

Organization, Organize digital, Strategies, Business Etiquette, Handling teamwork, Medicare, Compliancy and ethnic

REFERENCES

Please ask to see