

MARIE CALDWELL

210 North Oak Street, Redkey, IN 47373 | 260-442-9395 | marierodrigue101@hotmail.com

PROFESSIONAL PROFILE

Ambitious and responsible professional with a proven record of accomplishment of success in positions requiring well-developed hands-on skill sets and customer service expertise. Pays close attention to detail for accurate and compliant documentation and maintains and ensures patient privacy and confidentiality.

- Experienced with Microsoft Word and PowerPoint.
- Brings finely tuned attention to detail and commitment to quality to all assigned tasks.

KEY QUALIFICATIONS

Medical Billing ▪ Medical Coding ▪ ICD-9-CM ▪ ICD-10-CM ▪ HCPCS ▪ CPT ▪ Medical Terminology
Electronic Health Records (EHR) ▪ Electronic Medical Records (EMR) ▪ Greenway ▪ Disease Processes
Managed Care (HMO, PPO, and POS) ▪ Government Payers ▪ Third Party Payers ▪ Worker's Compensation
Centers for Medicare and Medicaid ▪ CMS 1500 ▪ CMS 1450 (UB-04) ▪ Tricare
EOBs ▪ Payment Posting ▪ Revenue Cycle Management ▪ Scheduling ▪ Meaningful Use
Insurance Verification ▪ Insurance Billing Procedures ▪ Insurance Claim Processing
Practice Management ▪ Medical Office Procedures ▪ Anatomy & Physiology ▪ HIPAA Compliance
Co-Payments ▪ Deductibles ▪ Co-Insurance ▪ Superbills

EDUCATION & CERTIFICATION

Ultimate Medical Academy | Diploma – Medical Billing and Coding, 2016

Completed an intensive, accredited training program which included:

- Analyze and code surgical procedures and diagnoses using ICD-9-CM, ICD-10-CM, and CPT codes.
- Collaborate across collection/billing departments to ensure billing related issues are resolved.
- Maintenance of medical charts and electronic medical records (EMR/EHR) systems.
- Verify insurance eligibility, and submit claims to various insurance companies electronically.

Pursuing National CPC-A Certification

PROFESSIONAL EXPERIENCE

- Stratosphere Quality – Indianapolis, IN 06/2016 – Present
Quality Inspector
- Approve incoming materials by confirming specifications.
 - Conduct visual and measurement tests and reject and return unacceptable materials.
- Bushes – Albion, IN 11/2011 – 01/2012
Quality Tech
- Cleaned and calibrated the CMM and probes and took care of scrape table from machine operators.
 - Gauged parts with calipers, air gauges, thread, and plug gauges.
 - Operated within Standard Operating Procedures (SOP) and Job Safety Analysis (JSA).
- Contech – Auburn, IN 07/2004 – 04/2009
Quality Control
- Inspected parts, using a caliper for measurements.
 - Made sure there were no air leaks and ran a CMM to measure parts.
- Mullinix – Ft. Wayne, IN 09/2003 – 01/2004
Packer
- Inspected containers for non-conformities and then packaged.
 - Ran the padded machine, completing maintenance work and switching machine for different sized containers.
- Indiana Die Molding – Ft. Wayne, IN 09/2001 – 09/2003
Machine Operator
- Reported any machine malfunctions, inspected parts, and packed product.
 - Complied with company standards of quality assurance and quantity control.