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BG completed for
Kong

Mary Jane Barnes

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PROFESSIONAL SKILLS PROFILE

Ten year's of practical work experience in combination with strong academic training and credentials in:

OSHA/HIPPA certified

Accounting

Data Entry

Customer Service

Microsoft Word

Microsoft Excel

ICD-9/CPT coding

CMS 1500

High Volume 10-key entries

Project & team Leader

Claim Research

Billing/Collection

EDUCATION

Medical Insurance Billing and Coding

01/2009 – 08/2009

Graduated 2009

Everest College, Thornton, CO.

I received a High School Diploma from Central Catholic High School, and a Diploma for Medical Billing/Coding.

For the period of unemployment, 2010-2012, I did some volunteer work for my church, Holy Ghost Catholic Church in Denver, and also unrelated work: taking care of family.

EMPLOYMENT EXPERIENCE

Claims Transaction Processor 03/2012 – 05/2014

Xerox State Healthcare. LLC Denver, CO.

Enter Medicare/Medicaid, Hospital and Physician medical claims data into the Claims System, screen claim forms for completeness of data, route claims to other areas depending on successful data entry or the need for additional information, provide backup support to other team/group members in the performance of job duties as assigned, maintain and update required reference materials used in the data entry process, high volume 10-key numeric entries, as well as comprehend coding terminology, also have good decision-making, analytical, organization, verbal/written/interpersonal skills.

Administrative Assistant 08/2009 - 01/2010

City Park Family Practice Denver, CO.

Update medical records for Assisted Living Program with notes taken from medical professionals after they have visited with the patients, entering ICD-9/CPT codes for

billing purposes, updating patient prescription charts, entering/deleting all pertinent information relating to new patients and patients leaving the program, scheduling appointments for patients on daily basis, patient referral to outside medical specialists.

Operating Clerk 04/2006 – 12/2008

Federal Reserve Bank of Kansas City-Denver Branch Denver, CO.

Full time permanent position processing high volume Image Replacement Documents, Maintain IRD printers, trouble shoot problems as they arose. High volume 10-key entries of dollar amounts to prevent duplicate items. Extensive wrapping of bundles of checks with cash letters to be dispatched.

Sorter Operator 01/2004 – 03/2006

Community First Data Services Denver, CO

Processed checks from bank branches and sorted to appropriate areas for further processing. Wrapped and bundled checks to be sent to Federal Reserve Bank for depositing.

Balance Clerk and Customer Service 24 hour 02/2002 – 07/2003

First Bank Holding Company Lakewood, CO.

Fast-paced position processing checks to appropriate banks, maintain high speed sorting machine. Balancing all item documents at end of shift.

Assist bank customers with their accounts as to balance, credit limit and changes to their accounts.

Account/Records/Technical Data Analyst 03/1976-12/2001

Qwest Communications Denver, CO.

Customer Service Representative/Collector for final, business and residential accounts, skip trace, extensive investigation, maintain customer service records, set up payment arrangements and interact with outside collection agencies.

Maintained personnel records and payroll, performed clerical duties for office of 23 employees.

Updated E911 database with new addressess for emergency personnel, working with City and Counties assessors offices in 14 states. Research and resolve errors in the customer service records submitted by service representatives in a timely manner.