

Stephanie Powell

Round Rock, TX 78681

solitairepowell19706_ckz@indeedemail.com

+1 512 822 5227

Medical Billing & Coding Specialist

Trained in medical billing and coding procedures including insurance verification, health information technology, medical records management, filing insurance claims, and patient scheduling seeking to apply my educational training and customer service experience to achieve efficient and compassionate patient care while ensuring company goals are achieved.

Work Experience

Material Coordinator

Applied Materials - Austin, TX

December 2021 to Present

- Respond to customer requests to find and provide materials for the production line.

Call Center Scheduler

BAYLOR, SCOTT & WHITE - Round Rock, TX

August 2021 to December 2021

- Answer incoming calls, greeting callers, providing information, transferring calls or taking messages as necessary. Operate communication systems, such as telephone, switchboard, and intercom. Perform various data entry or word processing tasks, such as updating phone directories, typing or proofreading documents, or creating schedules. Perform administrative tasks, such as accepting orders, scheduling appointments or meeting rooms, or sending and receiving faxes.

Customer Service Representative

CARVANA - Tempe, AZ

May 2021 to June 2021

- Assist customers on the phone and review important documentation. Ensure a smooth experience for the customer selling their vehicle to Carvana. Be the customer's go-to person for getting an appraisal on the website, uploading and approving key documents, arranging for the payment process, and scheduling the vehicle pick-up. Serve as the customer's champion in making the car selling process simple and seamless.

Shipping and Receiving Clerk

Kanban Cycle Counter US FARTHANE CORP. - Austin, TX

November 2012 to February 2021

- Provide assistance or direction to other stockroom, warehouse, or storage yard workers. Dispose of damaged or defective items, or return them to vendors. Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations. Recommend disposal of excess, defective, or obsolete stock. Keep records on the use or damage of stock or stock-handling equipment.

Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued. Confer with engineering and purchasing personnel and vendors regarding stock procurement and availability.

Education

certification in Medical Billing & Coding

College of Health Care Professions - Austin, TX

February 2020 to November 2020

High school diploma or GED

Associate's degree

Skills

- Medical billing
- Medical terminology
- Medical office experience
- Medical coding
- Computer skills
- Leadership
- EMR systems
- Microsoft Excel
- Forklift
- ICD-10
- Insurance verification
- Microsoft Office
- Accounts receivable
- CPT Coding
- Kanban
- Records Management
- Proofreading
- ICD coding
- Medical Scheduling
- Anatomy Knowledge
- Data Entry
- Medical Records
- Manufacturing
- SAP
- ERP systems

Certifications and Licenses

AHA Certification

CPR Certification

Forklift Certification

Certified Coding Associate

Certified Professional Coder