

ROSARIO DOMINGUEZ

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NV 89103
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(702) 111-0000

EDUCATION

Medical Billing and Coding Diploma

Northwest Career College, Las
Vegas, NV
April 2018 – December 2018

High School Diploma

Nevada State High School,
Summerlin, NV
2017

KEY SKILLS

- Detail-focused
- Strong interpersonal and phone skills
- Coding patient information
- MS Office Suite
- Bilingual - Spanish

CERTIFICATIONS

- Certified Professional Coder – AAPC, January 2018

Organized, certified Medical Billing and Coding Specialist with over a year of experience interfacing with insurers, patients and primary care providers. Highly knowledgeable of HIPAA regulations, EHR systems and medical and insurance terminologies. Skilled in customer interactions, data entry, data management, and invoice processing. Spotless background check.

PROFESSIONAL EXPERIENCE

Medical Office Billing Assistant

Nevada Professional Group, Las Vegas, NV | January 2020 – Present

- Translating patient information into code and entering information into the EHR database
- Coordinating insurance reimbursement to care providers
- Processing payments from insurers, medical providers and patients with billing software
- Collaborating with team members to ascertain and manage daily and weekly workloads
- Providing administrative support to senior staff

Medical Biller and Coder Extern

Nevada Professional Group, Las Vegas, NV | September 2019 – December 2019

- Maintained records and applied ICD-10 coding
- Obtained pre-authorizations and referrals and verified eligibility and benefits for treatments
- Submitted insurance claims to Medicaid and Medicare
- Followed up on unremitted claims with billing cycle timeframe
- Received high commendations from supervisor