

Professional Experience

Clinical Externship

United Memorial Medical Center, Houston, TX | January 2021 - Present

- Review bills to ensure accuracy and liaise with Medicaid and private insurance companies to resolve discrepancies
- Gather information from healthcare providers to assign the correct medical code
- Answer queries from healthcare providers, insurers, and patients via email and telephone
- Work collaboratively with colleagues to code and bill medical services promptly and efficiently

Sales Associate

7-Eleven, Houston, TX | September 2019 - January 2021

- Processed cash transactions and refund using the point-of-sale system according to the company's cash handling protocols
- Greeted guests professionally and listened to their requirements to gain a deep understanding of their needs and problems
- Suggested suitable products and solutions to ensure guest satisfaction and secure repeat custom
- Maintained a safe and uncluttered working environment and reported potential hazards to the management team

Education

High School Diploma

Carnegie Vanguard High School, Houston, TX | June 2020

Electives completed:

- Accounting
- Word Processing
- Math Applications
- Human Physiology

Certifications

- Medical Billing and Coding Specialist Certificate, Texas Southern University, April 2021

Darla Elliot

432 Main Road, Houston,
TX 32109

d.elliott@myemail.com
(789) 012-3456

Knowledgeable, newly certified medical billing and coding specialist with externship experience in a busy medical center. Adept at working collaboratively with a cross-departmental team and maintaining efficiency and accuracy in a fast-paced environment. Outstanding knowledge of medical codes and terminology and excellent attention to detail.

Key Skills

- Coding medical procedures, conditions, and treatments
- Invoice and claim preparation
- Strong knowledge of medical terminology
- Excellent numerical ability
- Written and verbal communication
- Fluent in Spanish