

# Jane Winston

1234 Threshing Road, Chicago, IL 12345

Phone 773 777 9311

email@yahoo.com

## Summary of Qualifications:

- Extensive knowledge of medical terminology and medical billing
- Possess warm outgoing personality with excellent telephone etiquette
- Knowledge of handling general administrative and clerical tasks
- Skilled in handling multiple tasks and can work under pressure
- Excellent customer service skills

## Professional Experience:

SPC Medical Billing and Consulting

2009

### ***Medical Billing Expeditor***

- Contacted insurance companies to determine claim status of patients
- Billed insurance companies to obtaining remaining balance after patients paid claims
- Contacted patients to collect payments
- Electronic billing

Paul Stewart Senior Housing

2006

### ***Office Clerk***

- Performed general office duties including filing and answering phones.
- Handled various projects as assigned

University of Illinois

2002-2003

### ***Phone Representative***

- Assisted patients with insurance inquiries
- Reviewed and maintained various reports per established procedures
- Verified the accuracy of insurance information for patients
- Greeted patients to provide assistance and redirect appropriately

Roseland Community Hospital

2000-2001

### ***Insurance Biller***

- Assisted patients with insurance inquiries
- Reviewed and maintained various reports per established procedures
- Handle the tasks of organizing and maintaining medical forms and office stationary required for front desk activities

Christ Medical Center

1998-2000

### ***Medical Expeditor***

- Assisted medical biller by collecting claim statuses from insurance companies
- Correctly filed billing documents
- Handled other clerical duties as assigned by manager

## **Education:**

National Education Center

Medical Assistant Certificate

1984