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## Sample Health Claims Specialist Resume for Medical Billing and Coding Positions

### **Tyler Doe**

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### **OBJECTIVE**

To provide efficient, accurate, and professional medical billing and coding services to a healthcare provider.

### **MEDICAL BILLER and MEDICAL CODER SKILLS**

- Trained in CPT-4
- Trained in ICD-9
- Medical insurance billing
- Medical coding
- Medical terminology

### **ADMINISTRATIVE SKILLS EXPERIENCE**

- MS Office, Excel, Word, Outlook
- Records maintenance
- Professional manner with patients
- Can type 50 words per minute

### **EMPLOYMENT EXPERIENCE**

#### **Medical Billing and Coding Intern (unpaid internship)**

***Children's Hospital, Dover, DE – July 2014 to October 2014***

- Assisted in billing for patient accounts for over 75 accounts
- Identified unpaid accounts and assisted in follow-up
- Provided data entry and photocopying
- Checked ICD-9 codes to check for accuracy
- Verified patient status under Medicaid

#### **Customer Service Associate**

***Walgreens, Co., Dover, DE – September 2012 to June 2013***

- Helped customers with purchases, returns, and complaints
- Served about 100 customers daily
- Assisted with restocking and managing inventory

### **EDUCATION**

#### **Harris School of Business, Dover, DE (accredited school)**

*Health Claims Specialist diploma, October 2014*

XXX-hour program; XXX-hour externship placement

#### **Regional High School, Dover, DE**

Diploma, 2012

### **REFERENCES**

- John Doe, Instructor, Harris School of Business, Phone: 800-510-7920
- Sally Doe, Externship Supervisor, Children's Hospital, Phone: 856-111-1111