

JANE DOE, CPC-A  
Some Street • City, State Zip Code • Cell 123.456.7890 • name@domain.com

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### **PROFESSIONAL PROFILE**

Conscientious, productive, solutions-driven professional with a strong understanding of the importance of accurate claims processing. Strong leadership, mentoring, and interpersonal skills. Attention to detail and organizational skills essential in generating revenue for the medical practice. Focus on thoroughness and accuracy. Uses sound judgment and maintains a strict level of confidentiality.

### **SKILLS SUMMARY**

- Highly organized with keen ability to stay up to date on details and tight deadlines.
- Talented time manager able to prioritize and expedite multiple projects simultaneously in fast paced environments.
- Resourceful, dependable and loyal – willing to go above and beyond to achieve desired results.
- Self-motivated with strong problem-solving skills.
- Effective communicator, building positive relationships with management, clients, and staff.
- Strong verbal, written and interpersonal communication skills.
- Experienced and competent in standard office functions.

### **QUALIFICATIONS**

ICD-9-CM • HCPCS • CPT • Introduction to ICD-10-CM • Medical Terminology • Anatomy & Physiology HIPAA • Government Payers • Medicare • Medicaid • Third- Party Payers • UB-04 Electronic Medical Records (EMR/EHR) • MS Office • Worker's Compensation Managed Care (HMO, PPO, and POS) • MEDISOFT Proprietary Software • Office Management Insurance Claim Processing • Insurance Billing Procedures • Payment Posting Medical Office Procedures including Scheduling Appointments, Insurance Verification, Collecting Co-Payments and Deductibles • QuickBooks

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### **EDUCATION**

Ultimate Medical Academy, Tampa, FL

Medical Billing & Coding, 2010

Includes medical terminology, anatomy and physiology, disease processes, surgical procedures, life cycle of an insurance claim, health care settings, health care payers, procedure and diagnosis coding from medical records, reimbursement systems, facility billing, keyboarding, word processing, medical practice management systems, and life skills for success.

Certified CPC-A and graduate of High Honors

GPA 4.00 – Received various Academic and Perfect Attendance Awards

Johnson & Wales University, Providence, RI

A.S. in Hotel and Restaurant Management, 1983  
Salem Job Training, Salem, MA  
Certificate in Word Processing and General Office Duties

## **PROFESSIONAL EXPERIENCE**

Total Realty Services, Inc., Madeira Beach, FL  
2004-2010

### *Community Association Accounting*

- Provided full accounting services for multiple companies/condominium associations.
- Duties included monthly preparation of reconciled bank statements and financial reports.
- Collected and received assessments and charges.
- Followed-up on past due accounts and liens and referred collection matters to the law firm.
- Paid bills in a timely fashion; maintained Association records in good order.
- Prepared and mailed correspondence and reports as requested.
- Readied financial records for title companies and Realtors as needed.

Watson Realty Corp., Deland, FL  
2003-2004

### *Realtor*

- Consulted with buyers and sellers to determine residential housing needs, provide guidance, and serve as intermediary during the contract negotiation, financing, purchase and closing process.
- Managed client base for the West Volusia area.
- Cultivated new business through aggressive marketing.
- Performed research to keep abreast of market conditions and factors that influenced property values.

Nothing Particular, Inc., DeBary, FL  
2002-2003

### *Office Manager*

- Provided support to President/Interior Decorator.
- Consulted with clients in regards to retail sales.
- Maintained accounts receivable, accounts payable and payroll using QuickBooks.
- Multi-tasked position allowing for on-site assistance in faux painting techniques and creating custom window treatments.

ERA Egram Group, Orlando, FL  
2000-2002

### *Administrative Assistant*

- Assisted broker/investor with general office management.
- Performed searches within the MLS system and served as an intermediary during contract negotiations, financing, purchase and closing process.

### **ADDITIONAL PROFESSIONAL EXPERIENCE**

Prudential Crain Realty, Hudson, NH – Realtor

1997-2000

A Home Away From Home, Hudson, NH – Director

1995-1997

K.J. Quinn & Company, Inc., Malden, MA – Office Support Assistant

1991-1995

Dilyn, Inc., Stoneham, MA – Director of Housekeeping

1989-1991

Copley Plaza Hotel, Boston, MA – Public Area Manager

1987-1989

Trump Plaza Hotel, Atlantic City, NJ – Housekeeping Supervisor

1984-1987

### **MEMBERSHIPS AND AFFILIATIONS**

American Academy of Professional Coders (AAPC), #XXXXXXXX

Alpha Beta Kappa Honor Society Membership

Manchester/Nashua Board of Realtors

West Volusia Board of Realtors

National Association of Realtors