

JANE H. DOE

EXPERIENCE:

01/99 to
Present

EXCELLENT PHYSICIAN ASSOCIATES

Family Practice

Licensed Vocational Nurse

Responsibilities included triaging patients, performing venipuncture and EKG's, assisting the physicians with minor in-office surgical procedures, as well as obtaining pre-authorizations and pre-certifications of outpatient testing.

01/96 to
12/98

IMA GOODDOCTOR, M.D.

Obstetrics and Gynecology

Pre-Certification Specialist

Responsibilities included answering telephones, maintaining extensive knowledge of all HMO and PPO insurances, obtaining referrals and pre-authorizations from primary care physicians and insurance companies, as well as scheduling referral appointments.

01/93 to
12/95

MEDICAL CLINIC, INC.

Insurance Coordinator

Responsibilities included handling all aspects of medical insurance coding, billing and collections, including verifying insurance benefit information, obtaining referrals and pre-certifications, extensive ICD-9 and CPT-4 coding, following up on claims, as well as performing collections on all past due patient and insurance accounts.

% Accomplishments included achieving a promotion from Verification Clerk to Insurance Coordinator.

SKILLS:

- % Medic
- % Medical Manager
- % Microsoft Word, Excel, and PowerPoint
- % WordPerfect
- % Typing Skills - 60 Words Per Minute
- % Bi-Lingual - English and Spanish

EDUCATION:

Best University

Licensed Vocational Nurse - 1998

The Health Care Profession School

Insurance Specialist Certificate - 1992

REFERENCES:

Available upon request.