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## **Medical Billing Specialist**

### **EDUCATION**

Harper College, Palatine, IL  
Health Insurance Specialist Certificate Anticipated Graduation May 20xx

### **RELEVANT COURSEWORK**

Medical Terminology	Health Care Office Procedures
Human Disease	Health Care Today
Principles of Health Insurance Billing	Legal and Ethical Issues in Health Care
Health Care Records Management	Health Care Technology and Informatics
CPT / ICD-10-CM Coding	Human Anatomy and Physiology

### **RELEVANT EXPERIENCE**

Loyola University Wellness Center, Chicago, IL February 20xx to Present

#### **Externship**

- Verify insurance eligibility and enter data into billing system
- Answer patients' questions regarding billing
- Utilize proper procedures to protect security and confidentiality
- Prepare and review claims for submission to insurance companies

### **WORK EXPERIENCE**

Bookman and Associates, Elmhurst, IL October 20xx to Present

#### **Receptionist**

- Answer and screen calls to provide information, take messages and schedule appointments
- Greet persons to determine nature and purpose of visit, and direct them to specific destinations
- File and maintain records and collect, sort, distribute, and prepare mail
- Operate office machines, photocopiers and scanners, fax machines and voice mail systems

### **VOLUNTEER EXPERIENCE**

Northwest Community Hospital, Arlington Heights, IL November 20xx to November 20xx

- Greeted patients, answered phone, took messages and handled all front desk duties during department meetings
- Prepared patient charts and maintained roster of discharged patients
- Assisted office manager and unit secretary with projects

### **COMPUTER SKILLS**

Microsoft Word, Excel, and PowerPoint