

Emily Stevens
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OBJECTIVE

Seeking a position as a **Medical Billing Specialist**

EDUCATION

Harper College, Palatine, IL

Health Insurance Specialist Certificate

Anticipated Graduation May 20xx

RELEVANT COURSEWORK

Medical Terminology

Human Disease

Principles of Health Insurance Billing

Health Care Records Management

CPT / ICD-10-CM Coding

Health Care Office Procedures

Health Care Today

Legal and Ethical Issues in Health Care

Health Care Technology and Informatics

Human Anatomy and Physiology

RELEVANT EXPERIENCE

Loyola University Wellness Center, Chicago, IL

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

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

20xx to 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