**REBECCA ENGLAND**

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**PROFESSIONAL PROFILE**

Dedicated, performance-driven, and quality focused professional with a strong understanding of the importance of accurate claims processing, seeking to bring broad-based experience and comprehensive medical training to a winning healthcare facility.

* Well organized and proficient in Microsoft Word.
* Strong written, verbal, and interpersonal skills for effective communication and documentation.
* High Academic Honors Recognition – GPA 3.84.
* Solid knowledge of administrative and clerical procedures and systems.

**KEY QUALIFICATIONS**

Medical Billing & Coding ▪ ICD-9-CM ▪ HCPCS ▪ CPT ▪ Introduction to ICD-10-CM ▪ Co-Payments & Deductibles

Greenway PrimeSUITE ▪ Electronic Medical Records ▪ EHR/EMR ▪ Practice Management Software

Insurance Billing Procedures ▪ Insurance Verification ▪ Medical Records Management

Anatomy & Physiology ▪ Medical Terminology ▪ Disease Process ▪ HIPAA

Medicare, Medicaid, TRICARE ▪ CMS 1500, CM 1450 (UB-04) ▪ EOBs ▪ Managed Care (HMO, PPO, and POS)

Insurance Claim Processing ▪ Electronic Payment Posting ▪ Appointment Scheduling

Government & Third-Party Payers ▪ Office Management ▪ Data Entry ▪ 10-Key Skills ▪ Microsoft Office/Word

**EDUCATION & CERTIFICATION**

Ultimate Medical Academy **– Diploma – Medical Billing & Coding** GPA 3.88 03/2015

Completed an intensive, accredited training program which included:

Surgical Procedures, Life Cycle of an Insurance Claim, Health Care Settings, Health Care Payers, Procedure and Diagnosis Coding from Medical Records, Reimbursement Systems, and Medical Practice Management Systems

■ Pursuing National CPC-A Certification ■

**PROFESSIONAL EXPERIENCE**

Valley View High School – Jonesboro, AR 08/2013 – 05/2015

**Teacher’s Aide**

* Assisted in promoting a welcoming and safe learning environment for children, helping to develop a well-rounded and respected educational organization.
* Assisted the in-class teacher in adhering to a diverse and enlightening curriculum in strict accordance with state mandates.
* Created lesson plans, facilitated art projects, and implemented learning activities.
* Communicated effectively with children, peers, parents, and directors to ensure smooth educational operations, while remaining sensitive to the needs of others.

Nettleton Jr. High School – Jonesboro, AR 10/2012 – 05/2013

**Para Professional**

* Assisted the teacher in preparing detailed work for the students.
* Made copies, organized documents, and filed paperwork for the next week.
* Maintained confidentiality of pertinent information.

White River Specialized Industries – Batesville, AR 02/2010 – 02/2011

**Program Coordinator**

* Coordinated activities and programs for special needs adults.
* Assisted with behavior, instruction, and other related areas as required.
* Helped instructional personnel in the education, training, and supervision of adults.
* Applied strategies and techniques to foster independence, self-reliance, and social skills.