Nina “Suzie” Pilcher

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**OBJECTIVE**

To pursue a challenging and rewarding medical billing career position that will utilize my skills and education of the betterment of company

**SKILLS PROFILE**

Knowledge of and experience with Windows XP and Vista as well as Allscripts and EHR

Good filing and organizational skills skills

Knowledge and experience with governmental billing

Good telephone communications

**EMPLOYMENT HISTORY**

**PMA PRACTICE MANAGEMENT ASSOCIATES 2011 - 2013**

**Billing Specialist**

Medicare, Medicaid and Commercial billing using UB92 and HCFA forms for 2 clinics

Accounts receivable and collections for 2 clinics

Posting of payments for 2 clinics

Handling of explanation of benefits

**MEDICAL NECESSITIES 2002 – 2010**

**Billing Specialist**

Telephone Communications

Medicare, Medicaid, and Commercial billing using UB92 and HCFA forms

Patient billing

Diagnosis coding, ICD-9 and CPT-4 coding

Pre-Certification

Accounts receivable and collections

Handling of explanation of benefits

Keeping charts in compliance with Medicare, Medicaid and Commercial insurances

**NEA ANESTHESIOLOGISTS 1998 - 2002**

**Insurance Clerk**

Medicare, Medicaid and Commercial billing

Precertification/CPT-4 and ICD-9 coding

Patient Billing and Collections

**EDUCATION**

West Memphis Senior High 1981 Diploma

Northeast AR Medical Assistant School 1982 Registered Medical Assistant Certificate

**REFERENCES**

Paula Presley Donna Swaby Michelle Beshires

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