RAHEEM RICHARDSON

A certified medical billing and coding specialist with seven years of experience specializing in CPT, ICD-10, patient relations, and process improvement. A strong history of resolving complex billing issues and identifying opportunities to enhance operational effectiveness.

CONTACT

📞 (123) 456-7890

✉ email@example.com

✳ LinkedIn | Portfolio

🪪 New York, NY 12345

KEY SKILLS

- Billing procedures
- HIPAA regulations
- Medical coding
- Patient relations
- Process improvement

EDUCATION

Associate of Science (A.S.), Health Information Systems
UNIVERSITY OF SYRACUSE, New York, NY
June 2017

PROFESSIONAL EXPERIENCE

Medical Billing and Coding Specialist | Brooklyn Orthopedics | New York, NY
March 2020 – present

- Coordinate the billing process and conduct audits on over 4,000 patient records to review accuracy, reduce errors, and ensure strict compliance with HIPAA
- Identify solutions to complex billing issues and interface effectively with patients and insurance companies, resulting in a 20% reduction in past-due balances
- Lead initiatives to enhance billing procedures and automate manual data entry, resulting in a 16% reduction in billing discrepancies

Medical Billing and Coding Specialist | Yeadon Medical Center | New York, NY
June 2017 – March 2020

- Resolved technical issues related to claims, conducted audits of patient records and insurance documentation, and reduced billing errors by 15%
- Troubleshot issues with claims, reviewed patient and insurance records, and obtain supplemental information from health care providers to ensure accurate billing
- Utilized ICD-10, CPT, and HCPCS systems to perform coding for medical procedures

CERTIFICATIONS

- Certified Coding Associate, American Health Information Management Association | 2017