



WINIELEAH D.

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Strong attention to details
- Payment posting and Data entry
- Organizational and time management skills.
- Excellent customer service and interpersonal skills
- Ability to work independently in a remote setting
- Knowledge of HIPAA regulations and patient confidentiality

TOOLS

Tebra
DrChrono
Microsoft Office
Optimantra
Navinet
Google drive/google sheets/google calendar

PERSONAL PROFILE

A HIPAA compliant medical biller offering a strong foundation in administrative tasks and customer service. Knowledgeable about medical terminology, and billing procedures, with strong organizational and communication skills. Ready to use and develop data entry, problem-solving, and time management skills in a Medical billing role.

WORK EXPERIENCE

MEDICAL BILLER

Health Care Coding Integrity 2021-2024

- Perform posting charges.
- Ensure patient's medical information is accurate and up to date.
- Assist in patient's inquiries with benefits, payments, and eligibility.
- Manage and follow up on pending claims. Conduct duties in a professional and timely manner.
- Submit billing data to appropriate insurance providers.
- Process claims and resolve denials to ensure maximum reimbursement.
- Communicate with healthcare providers, patients, and insurance companies.
- Analyze EOBs and remits.
- Ensure compliance with HIPAA
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EDUCATION HISTORY

University of the Cordilleras

- Bachelor of Science in Nursing, 2010