

Sandra Jenkins

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(770) 773-6053

Medical Billing and Coding with over Twenty years of medical and customer service experience, seeking a career in a health related organization where the utilization of education, training, and related medical office and business experience can be used.

SKILL Summary

Translate medical articles appointments	Records management	Arranging
Aging reports	Her-Med Track Software	CMS 1500
ICD-9/CPT Coding Verification	Charting and Filing	Insurance
CPR and Vital Signs and Posting	Data Entry	Collection
Medical Claim Gear	Certified HIPPA	

PROFESSIONAL EXPERIENCE

Lincare - Norcross, GA June 2016 - Jan 2017
Responsible for managing outstanding receivables owed to a company, credit and debit, call insurance to verified patient insurance, work AS 400 software, work mail correspondence, work AR Analysis Report, work denials, call insurance claim department, send out 1500 forms and correct them.

Harper & Associates - Lithonia, GA May 2015 - March 2016
Responsible for supporting and monitoring patient flow. Responsible for performing various aspects of patient visits during check out. Responsible for obtaining medical records releases, and ensuring the processing of medical record requests. Follow procedures for opening and closing health center. May be assigned to cover back office duties as needed. Perform other duties as assigned.

Southern Care Incorporated- Shreveport, La October 2010 - June 2013
C.N.A

Provided high - quality patient care as an in-demand per-diem CAN with surgical, acute-care rehabilitation, and home-healthcare and nursing-home settings. Preserved patient dignity and minimize discomfort while carrying out duties such as bedpan changes, emptying drainage bags and bathing.

Dialysis Clinic Inc. - Shreveport, La
2008-September 2010

September

Equipment Tech

Multi-tasked general office duties such as answering multiple telephone lines, completed insurance forms and mailing monthly invoice statements to patients, performed monthly inventory and maintained office and medical supply counts, organized, updated and maintained machines quarterly.

Amelia Manor Nursing Home - Lafayette, La
2003 - March 2006

December

C.N.A/Ward Clerk

Displayed strong clinical skills in assessing vital signs, performing glucose checks, and providing pre- and post - operative care. Complete to hospital's three-hour Patient

Safety Training Program. Ensured the accurate, timely flow of information by maintaining

Thorough patient records and updating healthcare team on patient status. Complied with HIPPA standards in all patient documentation and interactions.

EDUCATION

Corinthian College 2014 -2015
School of Nursing

Village

**Diploma: Medical Billing and Coding
Nurse Assistant Certification**

Remington College 2004-2005

Diploma: Medical Billing and Coding