

Mary E. Schulz

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OBJECTIVE

Responsible Medical Biller / Coder seeking an opportunity in the field.

EXPERIENCE

HIM Electronic Medical Records Clerk

Sabates Eye Centers Prairie Village, KS Sep 2006 – Nov 2007

- **Categorize Charts**
- **Verify Information**
- **Scan Charts**
- **Retire Charts**
- **10-Key**

EDUCATION

Medical Billing & Coding – Diploma 4.0 GPA

High Tech Institute Kansas City, MO 2006

Externship Life Care Center of Kansas City

- Performed my duties and responsibility of a medical coder in a professional manner
- Coded ICD-9
- Assisted co-workers in the function of coding
- Entered physician orders into the computer
- Assisted office staff in processing patients in and out of the facility
- Verified the accuracy of patient information on medical records
- Demonstrated a working knowledge of medical terminology
- Filed medical records

Related Skills

- CPT-4
- Medisoft
- Medical Manager
- 10-key
- Third Party Payer
- Accounts Receivable
- Explanation of Benefits
- CMS - 1500

WORK HISTORY

Shift Supervisor

Daddio's Take-n-Bake Overland Park, KS Mar 2005 – Jun 2005

- Demonstrated multi-tasking and customer service and kept an accurate inventory.

Shift Supervisor

Godfather's Pizza Mission, KS Mar 2002 – Jun 2004

- Promoted to shift supervisor through demonstrated dependability.

Batcher/Data Processor

DLT Transportation Kansas City, MO Oct 1998 – Jan 2001

- Abstracted freight bills for client coding and excelled in 10-key operation.