

**FRONT OFFICE/MEDICAL CODING/BILLING/CUSTOMER SERVICE/MEDICAL ASSISTANT**

**Medical Coding Certification**  
**MS Word / MS Excel**  
**Finger stick/ Lipid Profile**

**Customer Service**  
**ICD-9 / CPT Coding**  
**Hemoglobin/A1C**

**Medical Terminology**  
**Front Office Reception /Data Entry**  
**Medical Billing-1500 Form**

- % Self-motivated and confident communicator with professional appearance and personable manner
- % Optimistic, versatile, and adaptable; works well in both supervised and unsupervised environments
- % Instantly establishes credibility with peers and customers; works well with professionals of all levels

**EMPLOYMENT HISTORY**

***Patient Care Assistant*** **2004 – Present**  
 MONTE HOMES, Macon, GA  
 Patient care procedures and vital signs

***Drafting Department Assistant (Federal Work-Study Program)*** **2002**  
 CENTRAL GEORGIA TECHNICAL COLLEGE, Macon, GA  
 Assist department in administrative organization and admission process; prepare and distribute student registration and informational packages; assist with admission process, tuition collection, and course promotion through positive and informational interaction with students; compile data entry reports and maintain student registration and course statistics

***Front Office Assistant*** **2002**  
 GREATER ATLANTA PRIMARY CARE, Lawrenceville, GA  
 Assisted office staff in compiling and managing records and medical charts, reports, and correspondence; answered telephone, greeted patients, and scheduled appointments; coded patient bills utilizing CPT-4 and ICD-9 insurance filing procedures; took vital signs and accurately recorded statistics in patient charts

***Administrative Assistant (Federal Work-Study Program)*** **2001**  
 ASHER SCHOOL OF BUSINESS, Norcross, GA  
 Provided administrative support by organizing, handling, and filing scholastic documentation and performing clerical functions such as processing mail, operating PBX phone, voice mail system, and data entry; gained valuable experience in administrative and clerical procedures and systems, word processing, records management, and other office procedures and terminology

***Security Receptionist*** **1999 – 2000**  
 PINKERTON SECURITY, Norcross, GA  
 Respond with immediate action on all incoming calls relating to customer security alarm systems; employ perceptive interpersonal skills, diplomacy, and professionalism in issuing entrance and exit security clearance

***Security Guard*** **1998 – 1999**  
 EAST COAST SECURITY, Chamblee, GA  
 Monitored security cameras, alarm systems, and authorized entrance and departure of employees and visitors to guard against theft, to protect property, and to maintain security of the premises

**EDUCATION**

CENTRAL GEORGIA TECHNICAL COLLEGE, Macon, GA

***Diploma, Medical Assisting (2004)***

*Internship*, WESTSIDE MEDICAL, Macon, GA

***Certificate, Medical Receptionist (2003)***

***Certificate, Medical Coding (2003)***

