

Kim Pople

1148 Weeping Willow Lane, Libertyville, IL 60048 | (847) 309-6831 | kimpople@outlook.com

To Whom It May Concern:

I am eager to contribute to an organization in the role of a Medical Billing and Coding Specialist. My hands-on experience in ICD-9-CM, ICD-10-CM, and CPT Coding will help me attain your long-term goals effectively.

I possess a positive attitude and high degree of motivation. My knowledge of coding standards and the ability to carry out all processes in a time efficient manner dictate that I have the talent your company is looking for. I am able to bring all claims to fruition by timely follow-up with insurance companies.

Furthermore, I have a demonstrated ability to build and maintain good rapport with customers and insurance company agents in order to orchestrate a smooth flow of operations at all times. Through my work in fast paced environments and adherence to medical coding policies and procedures, I distinguished myself as a hard worker and passionate individual.

My resume contains detail of my experience and accomplishments in medical billing and coding arena. I would appreciate a meeting to discuss my expertise and your expectations in detail. Please feel free to contact me at (847) 309-6831 if you need further information.

Thank you for your time and consideration.

Respectfully yours,

Kim Pople

Enc. Resume

Kimberly Pople

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(847) 309-6831
kimpople@outlook.com

Objective

Results-driven, accurate medical billing and coding professional with a strong knowledge of medical terminology and universal protocols based on formal coding systems. Adept at maintaining records of the medical services received by patients and generating coded bills and invoices based on the same.

Summary of Qualifications

- Adherence to safety standards - Committed
- Ability to work in a fast-paced, intense environment smoothly
- Demonstrated ability to adapt to new equipment and technology
- Microsoft Office –Word, Excel & Outlook
- Lotus Notes
- AS400 (Data Entry)

Certifications

- (CBCS) Certified Billing and Coding Specialist
- Certification in General Office and Customer Service (College of Lake County)

Professional Skills

- Medical Terminology
- Familiar with Medicare
- Familiar with Medicaid
- HIPAA Trained
- Reconciliation
- EOB/Collections Indemnity
- ICD-9-CM
- HCPCS
- ICD-10-CM
- Physicians/Hospital Billing
- Microsoft Office Suite
- Microsoft Windows
- Medical Insurance/EOB

Special Skills

- Bankers Edge Courses (Volkswagen Credit)
- Privacy Act Courses (Volkswagen Credit)
- 60 WPM

Education

Computer Systems Institute	Gurnee, IL
Diploma	08/2015 - 03/2016
College of Lake County	Grayslake, IL
Diploma	09/2012 – 06/2014

Work History

W. W. Grainger (K-Force)	Lake Forest, IL
<i>Logistics Coordinator</i>	09/2014 – 02/2015

- Print out the Century shipping invoices
- Match shipping invoices to totals from UPS
- Audit and correct invoices as needed
- Other administrative duties as assigned

Abbott Laboratories (Collebera)	Abbott Park, IL
<i>Administrative Assistant</i>	07/2014 – 09/2014

- Prepared Talent Pool Acquisitions
- Proofread and edited employee profiles
- Created binders for upper management for presentations
- Customer Service and other office correspondence

Capital One (HSBC) (Collebera)

CSR Provisioner

Lake Forest, IL
02/2013 – 07/2014

- Prepared tickets into a spreadsheet
- Modified users in Pega Reach by deleting over 1000 users
- Created access for users
- Examined Reports for accuracy

LTD Commodities

Data Entry Specialist

Bannockburn, IL
08/2013-10/2013

- Entered high volume of catalog orders
- Maintained address changes
- Recommended improvements in products and packaging for billing methods and procedures in order to prevent future problems

Volkswagen Credit

Data Entry Rep/Scanner Auditor Representative

Libertyville, IL
02/2013-07/2013

- Entered critical information from high volumes of automotive retail and lease agreements
- Collected, sorted, distributed and prepared mail and courier deliveries
- Scanned contract information into the system
- Assisted image department with sorting and tagging

Abbott Laboratories

Data Entry Specialist

Abbott Park, IL
10/ 2012– 12/2012

- Compiled trays of mail and sorted payments for processing
- Issued service discontinuance orders
- Monitored and organized spreadsheets of users personal information

Trustmark Insurance Company

Premium Reconciliation Specialist

Lake Forest, IL
11/2006-07/2011

- Compiled trays of mail and sorted payments for processing
- Scanned and processed balance statements of over 1000 statements per week
- Processed credit cards and outstanding payments
- Reviewed audited reports for claim adjustments to issued refund

Honors and Achievements

Computer Systems Institute
Alpha Beta Kappa
Dean’s List



The Mark of Distinction