

GWENDOLYN ANDROSKO

Medical Billing and Coding Specialist

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(123) 492-5374

4123 W 75th St, Kansas City, MO 64114



PROFILE

Over three years of experience as a Medical Billing and Coding Specialist. Proficient in ICD-9, ICD-10, and CPT coding systems. Experienced in handling insurance claims and patient billing. Strong organizational skills with the ability to multitask efficiently.

LINKS

[linkedin.com/in/gwendolynandrosko](https://www.linkedin.com/in/gwendolynandrosko)

SKILLS

Medical Terminology

Coding Systems (ICD-10, CPT)

Health Insurance Plans and Coverage

Medical Billing Processes

Claim Submission Procedures

Denials Management

LANGUAGES

English

Portuguese

HOBBIES

Organizing

Crafting

Reading

EMPLOYMENT HISTORY

● Medical Billing and Coding Specialist at Pro-Med Billing and Coding, MO

May 2022 - Present

- Reviewed and processed an average of 500 medical insurance claims per day.
- Successfully coded 95% of all inpatient diagnoses and procedures using ICD-9, CPT and HCPCS coding systems.
- Reviewed patient charts to ensure that documentation supported the level of care billed on each claim.
- Investigated and resolved billing discrepancies with payers, patients and providers.
- Processed patient refunds promptly and accurately according to company policy.
- Maintained a 97% data entry accuracy rate for patient demographics, charges/bills & payments entered into the practice management software system.

● Medical Billing and Coding Specialist II at A+ Billing and Coding Services, MO

Sep 2019 - Mar 2022

- Reviewed and processed an average of 500 medical claims per day, ensuring accuracy and compliance with insurance company guidelines.
- Trained 3 new Medical Billing and Coding Specialists in claim processing procedures.
- Resolved billing disputes with insurance companies on behalf of patients, resulting in \$50,000 worth of unpaid claims being paid out over the course of 6 months.
- Negotiated more favorable reimbursement rates with 2 major insurance providers, leading to increased revenue for the practice.
- Implemented a new electronic medical billing system that reduced claim processing time by 30%.

EDUCATION

Certificate in Medical Billing and Coding at Parkway West High School, Ballwin, MO

Sep 2014 - May 2019

I have learned how to read and code medical documents, how to use medical billing software, and how to communicate with insurance companies.