

# KAYLIEGH LEIBERT

Medical Billing Manager

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2542 Birch Hill Drive, Maple Grove, MN  
55311



## PROFILE

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I am a medical billing manager with over 5 years experience. I have extensive knowledge of medical coding and insurance reimbursement practices. I have a proven track record of reducing denials and increasing collections. I am an expert in managing staff and improving productivity.

## LINKS

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

## SKILLS

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Medical billing



Coding



Claims processing



Insurance reimbursement



Patient accounting



Collections



## LANGUAGES

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English



Indonesian



## HOBBIES

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Organizing

Budgeting

Fitness

## EMPLOYMENT HISTORY

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### ● Medical Billing Manager at Advanced MD, MN

May 2022 - Present

- Reduced outstanding claims by 10% within the first month of taking over as Medical Billing Manager.
- Brought average days in accounts receivable down from 45 to 35 days.
- Negotiated higher reimbursement rates with 3 major insurance carriers.
- Successfully implemented a new medical billing software system that increased efficiency and accuracy.
- Trained and supervised a team of 5 medical billers.

### ● Lead Medical Billing Specialist at Athena Health, MN

Sep 2017 - Apr 2022

- Reduced the department's backlog by 50% within 6 months.
- Trained and mentored 4 new Medical Billing Specialists.
- Increased collections by 10% through implementation of new billing procedures.
- Negotiated with insurance companies to get 5 previously denied claims paid.
- Resolved 100 patient complaints regarding billing issues.

## EDUCATION

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### Associate's Degree in Health Information Management at Metropolitan State University, MN

Aug 2013 - May 2017

I have learned skills such as medical billing and coding, healthcare administration, and healthcare informatics.

## CERTIFICATES

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### Certified Medical Billing Manager (CMBM)

Jan 2021

### Certified Healthcare Financial Professional (CHFP)

Sep 2019

## MEMBERSHIPS

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American Medical Billing Association

Healthcare Financial Management Association