

Angela R. Steadman

3014 Nona Circle, Shreveport, LA 71118 | C: 318-230-1028 | angelasteadman30@gmail.com

Professional Summary

Medical Coder with experience supporting physicians. Inpatient and outpatient records coding specialist with ICD-9, ICD-10 and CPT coding expertise. Familiar with commercial and private insurance carriers. Seeks a position of increased responsibility and authority. Physicians in a busy medical office. Expertise includes verifying insurance coverage, records reviews and schedule maintenance.

Licenses

HIPAA

OSHA

FIRST AID, CPR, Blood Borne Pathogens

Certified Professional Coder

Skills Highlights

EZ Biz	Advanced MD Software
Matrix	Maintains strict confidentiality
Laser Machine	Knowledge of HMOs,
Electronic Insurance Filing	Medicare and Medi-Cal Medical
Anatomy and Physiology	Manager Software Electronic
Medical Front Office	Medical Record (EMR) software
ICD-9, CPT-4, & HCPCS Coding, ICD-10	HIPAA compliance
Medical Office Procedures	Medical billing software
Medi-Soft	Strong planning skills
Photoshop and Print Shop Software	Strong work ethic
10 Key	Patient-focused care
Mac Practice Software	Team player with positive attitude

Professional Experience

Arklatex MedCare | Office Manager | Shreveport, Louisiana | 07/2014 – Present
Zahn Chiropractic Clinic | Receptionist / Insurance Specialist / Office Manager | 03/2010 – Present
Shreveport Neuropathy | Office Manager | 06/2012 – 11/2012

Responsible for answering phones, making and rescheduling appointments, pulling charts, putting patients on the therapeutic tables, putting in patients information, taking payments on patients accounts, verify insurance, put in patient's demographics, type up narratives, print out CMS-1500, file, fax, mail, post insurance and attorney payments to patients account, develop x-rays. Thoroughly investigated past due invoices and minimized number of unpaid accounts. Recorded and filed patient data and medical

records. Demonstrated analytical and problem-solving ability by addressing barriers to receiving and validating accurate HCC information. Carefully reviewed medical records for accuracy and completion as required by insurance companies. Assigned additional diagnosis codes based on specific clinical findings (laboratory, radiology and, pathology reports as well as clinical studies) in support of existing diagnoses. Strictly followed all federal and state guidelines for release of information. Wrote clear and detailed clinical phone messages for physicians. Performed full-cycle medical billing in a fast-paced medical billing company. Efficiently performed insurance verification and pre-certification and pre-authorization functions. Prepared and attached all required claims documentation including referrals, treatment plans or other required correspondence to reduce incidence of denials. Billed all lab claims with attached lab slips. Remained up-to-date with all insurance requirements, including the details of patient financial responsibilities, fee-for-service and managed care plans. Consistently informed patients of their financial responsibilities prior to services being rendered. Carefully prepared, reviewed and submitted patient statements. Submitted refund requests for claims paid in error. Applied payments, adjustments and denials into medical manager system. Posted charges, payments and adjustments. Completed appeals and filed and submitted claims.

Boomtown Casino | Cage Cashier | 9/2016 – 4/2017

Assisted customers with cashing in and cashed checks or gave cash advances off credit cards.

Volunteers of America | Private Care Attendant (PCA) | 04/2008 - 06/2012

Caring for individuals with disabilities, medicine administration, activities of daily living. Transportation to appointments.

Eldorado Casino | Cage Cashier | 1/2008 – 1/2009

Assisted customers with cashing in and cashed checks or gave cash advances off credit cards.

Dr. Worguls Office | Receptionist (Through Express Personnel) | 2/2007 – 3/2008

Assisted patients with checking in. Pulled and filed charts, received payments and insurance information, called and scheduled appointments, and called in prescriptions.

AT&T Mobility | Communications Specialist | 11/2005 – 1/2008

Assisted customers in setting up wireless phone and internet service. Made sure they had whatever they needed for the service to perform properly. Wrote up Service agreement contracts.

Education

Remington College | 4.0 GPA | Perfect Attendance

Skills

10 Key, Photoshop, Anatomy, Blood Borne Pathogens, charts, CMS, contracts, CPR, CPT, credit, fax, Filing, FIRST AID, Front Office, ICD-9, ICD-10, Insurance, Laser, Mac, Medical Billing, Medi-Soft, mail, Office, Physiology, Print Shop, Coding, Scanning, Therapy tables, Multi-line phones, typing, Developing x-rays.

References

Dr. Kanisha Hall | 318-572-8546

Ms. Ida Hall | 318-426-1050

Ms. Juanita Evans | 318-294-3492