

TAMI RUIZ

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FRONT OFFICE RECEPTIONIST

Professional, friendly, enthusiastic professional with excellent communication skills and telephone etiquette. Establish and maintain effective and cooperative working relationships with patients and staff. Coordinate several activities simultaneously. Organizational skills and ability to prioritize, and react to demanding situations. More than 13 years of experience includes Medical Biller and Coder, retail bank Head Teller, and paraprofessional teaching assistant. Demonstrated ability to provide organization, supervise team members, and provide excellent customer service.

KEY STRENGTHS

Patient Documentation • Electronic Health Records • Insurance Benefit Eligibility • Patient Registration
Appointment Scheduling • Medical Terminology • Medical Billing & Coding • Patient Flow Management
Customer Service • Billing & Collection Procedures • Office Support • Ambulance Coding

PROFESSIONAL EXPERIENCE

MD REVENUE, MORGAN, NJ

MEDICAL BILLER AND CODER, 2010 – PRESENT

- Accurately code patient medical history, diagnosis, tests, and treatment and proficiently code medical records.
- Proficient in creating medical invoices that are accepted and processed for payment by insurance companies.
- Maintain patient confidentiality and compliance with HIPAA regulations.
- Guarantee accuracy of medical records through continuous update of patient information.

KEY ACCOMPLISHMENTS:

- Consistently exceed expectation for coding inpatient charts over the anticipated hourly and daily rate.
- Identify and rectify errors, inconsistencies, and deficiencies in medical documentation for faster processing.

NEW AGE SCHOOL, BLUEBELL, NJ

PARA-PROFESSIONAL, 2005 – 2010

- Worked with individual students and small groups to reinforce learning and skills introduced by the teacher.
- Collaborated with teacher to create special strategies to reinforce curriculum by understanding the individual needs and abilities of each student.
- Introduced students to computers and developed their abilities through demonstration and practice.

KEY ACCOMPLISHMENTS:

- Successfully adapted teaching methods and materials to meet the individual needs of students.

UNION NATIONAL BANK, UNION CITY, NJ

HEAD TELLER, 2002 – 2005

- Coordinated and supervised all aspects of teller operations in the branch.
- Ensured performance of tellers in accordance with policies and procedures.
- Provided leadership in cash management and branch operational procedures.
- Motivated others to meet and exceed business goals established for the branch.

KEY ACCOMPLISHMENTS:

- Trained and developed ten new hires in all aspects of procedures, practices, and regulatory compliance.
 - Led efforts to provide excellent customer service to drive sales and revenue.
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EDUCATION

MIDDLESEX COUNTY COLLEGE, EDISON, NJ

Medical Billing and Coding

G.W. BUSH CENTRAL HIGH SCHOOL, OLDBRIDGE, NJ

Business Diploma