

Michelle Weingart

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Entry-level **MEDICAL BILLING SPECIALIST** with over 30 years experience **communicating** effectively with clients and their family members. Over 20 years experience with **Electronic Records Management** systems.

KNOWLEDGE OF:

- CMS-1500/CMS-1450 (UB-04) claim forms
- Workers' Compensation
- CPT/ICD-10/HCPCS codes
- Professional conduct (HIPAA, Joint Commission standards)
- Medical terminology
- Electronic claims submission
- Human anatomy/physiology
- Disability insurance
- Medical billing clearinghouse
- Managing client/customer accounts
- HMOs/PPOs/other health plans
- Working with healthcare providers
- Medical ethics

RELEVANT EXPERIENCE:

Technology: Developed Excel mileage and expense report spreadsheet that was clearer and more functional for the needs of our department at LIFE, Inc. Trained coworkers in its use.

Gained intermediate proficiency using Microsoft Word to format and self-publish [How to Meditate for Real](#) and [Dear Beataterra](#) through Kindle Direct Publishing.

Work Ethic: Billed 95% of hours worked saving LIFE, Inc. 15% over quota. Committed to working overtime and unscheduled hours to cover for coworkers out on leave so that no billable hours were lost.

Organization: Strategized time management, medications, documentation, and meals for Mainstay Life Services residents during busy mornings as they prepared to leave the house. Residents were on time and happy.

WORK EXPERIENCE:

Individual Supports Coach. LIVING INDEPENDENTLY FOREVER, INC., 550 Lincoln Road Ext. Hyannis MA 02601 (2019-present)

Customer Service Representative. BED BATH & BEYOND, 600 S St W, Raynham, MA 02767 (2018)

Community Life Specialist. MAINSTAY LIFE SERVICES, 200 Roessler Road, Pittsburgh, PA 15220 (2014-2018)

EDUCATION:

Course Graduate, Medical Billing Specialist. U.S. Career Institute, Fort Collins, CO (2022)

Graduate, Bachelor of Science in Elementary and Early childhood Education (1983), Eastern Nazarene College, 23 East Elm Ave, Quincy MA, 02170. Additional information available.

AWARDS & ACKNOWLEDGEMENTS:

- US Career Institute dean's list with final grade of 96%.
- Letters of appreciation and maximum quarterly bonuses at LIFE Inc., 2019-2022.
- Letter of thanks from LIFE Inc CEO for consistently exceeding billing quotas.
- Documented compliments from customers at Bed Bath & Beyond for exceptional customer service.