

Suzanne Otis

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Professional Summary

Medical Billing Specialist - Collector - Administrative Assistant with 8+ years of experience.

Core Qualifications

- 6+ years of billing experience in a healthcare environment
- Culturally competent care
- Bilingual (Spanish)
- Experienced with MEDISOFT
- Proficiency with computerized charting
- Advanced problem-solving skills
- Knowledge of medical terminology
- Demonstrated phone communication experience
- Meticulous organizational skills
- CPR Certified

Experience

Medical Biller

December 2005 to November 2010

Los Gatos Clinic – Los Gatos, CA

Applied training from De Anza medical billing certificate program to small medical office where I streamlined the insurance claim process and found ways to increase co-pay payments, resulting in higher revenues for the clinic.

Medical Receptionist

August 2002 to October 2005

South Bay Medical Associates – San Jose, CA

Answered phone calls and scheduled appointments, welcomed patients and alerted doctors of arriving clients, accepted co-pay payments. Assisted the billing department with insurance claims. Filed paperwork with a high degree of accuracy.

Education

De Anza College 2005

Cupertino, CA

Medical Billing

Certificate

Certifications

CPEDC, from the AAPC 2007 - Present

Community Involvement

Volunteer, De Anza College - I mentor medical billing students in best practices and assist in their job search.

Keywords

First aid certified, CPR, patient health data, filing, coding, ICD coding, CPT, EZClaim, Advanced MD