

Aisha Patel

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SUMMARY

Detail-oriented and motivated recent graduate with a strong foundation in medical billing and coding principles. Proven ability to streamline processes and enhance accuracy, seeking to leverage skills in a fast-paced healthcare environment as an Entry Level Medical Billing Specialist.

EXPERIENCE

Medical Billing Intern

Jan 2022 - Present

Healthcare Solutions Inc., Austin, TX

- Processed over 300 claims per month with a 98% accuracy rate, reducing claim denials by 15%.
- Assisted in the implementation of a new billing software that improved billing processing time by 20%.
- Collaborated with the coding department to ensure compliance with HIPAA regulations and improve patient data accuracy.

Customer Service Representative

Jun 2021 - Dec 2021

XYZ Health Services, Austin, TX

- Resolved patient inquiries related to billing and insurance in a timely manner, achieving a 95% customer satisfaction rate.
- Maintained accurate patient records and billing information, contributing to a 10% reduction in billing discrepancies.
- Trained new staff on billing procedures and customer service protocols.

Administrative Assistant

Jan 2020 - May 2021

Wellness Clinic, Austin, TX

- Supported daily operations by managing patient appointments and coordinating billing inquiries.
- Assisted in preparing monthly financial reports, contributing to better budget management.
- Utilized Microsoft Excel to track and analyze patient billing trends.

EDUCATION

Bachelor of Science in Health Information Management

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Medical Billing and Coding, Claim Processing, HIPAA Compliance, Data Entry

Tools & Frameworks: Medisoft, QuickBooks, Microsoft Excel