
MONIQUE ROGERS

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OBJECTIVE

MEDICAL BILLING/CODING MEDICAL ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

- Formally trained in Health Insurance Claims processing, Medical Billing, Coding
- Over 15 years experience in accurate and efficient data entry
- Highly disciplined and process oriented, able to keep office operating efficiently

PROFESSIONAL SKILLS

MEDICAL OFFICE SKILLS

- Recently acquired certificate in Medical Billing/Coding – Certified Coding Associate (CCA) Exam-prep in progress
- Proficient with ICD-9, CPT, HCPCS standards
- Able to process and prepare various business and government forms
- Attention to accurate billing to maximize collections in a timely manner

DATA ENTRY & COMPUTER OFFICE SKILLS

- 10 -Key by touch – 16,000 key strokes per hour
- Process incoming physical and image checks to ensure prompt payment
- Handled all 'Change of Address Requests' (CHADD)
- Keyboarding – 42 wpm @ 98% accuracy
- Proficient with Microsoft Office Word, Excel, Outlook
- Experienced in handling cashiering responsibilities: closing register, balancing register

TEAM LEADERSHIP & COMMUNICATION SKILLS

- Experience providing work direction and functional guidance to small groups
- Able to distribute work according to priorities and monitor work flow for efficiency
- Effective team training skills, able to provide mentoring & direction to new hires
- Knowledgeable in office safety requirements, inspections and compliance to prevent accidents and injuries

EXPERIENCE

Exception Desk Specialist	Chevron – Concord, CA	1991 - 2008
Data Entry Key Operator	Chevron – Concord, CA	1979 - 1991

EDUCATION

Certificate in Medical Billing/Coding Specialist	OSC Computer Training – Sacramento, CA
Certificate in 10-Key Data Entry	Pruitt College – Concord CA
