

Oscar Cortes

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Objective An entry-level medical billing/coding position, or medical administrative assistant position

Professional Skills

Medical Billing & Coding

- Actively preparing to take Certified Coding Associate (CCA) Credential
- Proficient in ICD-9, CPT, HCPCS Coding
- Medical Office Administration, Medical Office Procedures, Appointment Scheduling
- Computerized Medical Billing, Medical Insurance Records
- Formal training in Medical Terminology, Anatomy, Physiology

Office / Clerical Skills

- Efficient keyboarding skills: ** wpm at *** % accuracy
- Proficient in Microsoft Office Products (Word, Excel, Outlook)
- Excellent communication skills, written and oral, able to create a variety of reports, charts and graphs
- Dedicated, independent employee, able to work cooperatively with peers and managers

Quality Control & Analytical Skills

- Experienced in inspecting incoming material, process control, inventory control and product certifications
- Strong analytical skills, able to extract and record data, apply statistical quality control procedures, and prepare meaningful reports and graphs
- Skilled at reviewing existing quality and production standards and recommending changes to achieve optimum quality within limits of equipment capability

Computer Service/Repair Skills

- Excellent troubleshooting skills, able to detect system problems and reinstall software if necessary
- Able to refurbish laptops, desk stations, test stations, and various computer components

Experience

Quality Control Inspector , Hayes Medical Inc. ElDorado Hills, CA	<i>Mar 1998 – Mar 2008</i>
Production Control Lead , Synvasive Tech, ElDorado Hills, CA	<i>Oct 1992 – Sept 1997</i>
Burn-in Repair Tech/Assembler , Wyse Technology, San Jose, CA	<i>Oct 1986 – Jul 1989</i>

Education

Certificate – Medical Billing / Coding , Occupational Skills Center, Sacramento	<i>Expected: June 2008</i>
General Education Courses , San Jose City College	
General Education Courses , Evergreen Valley College	
