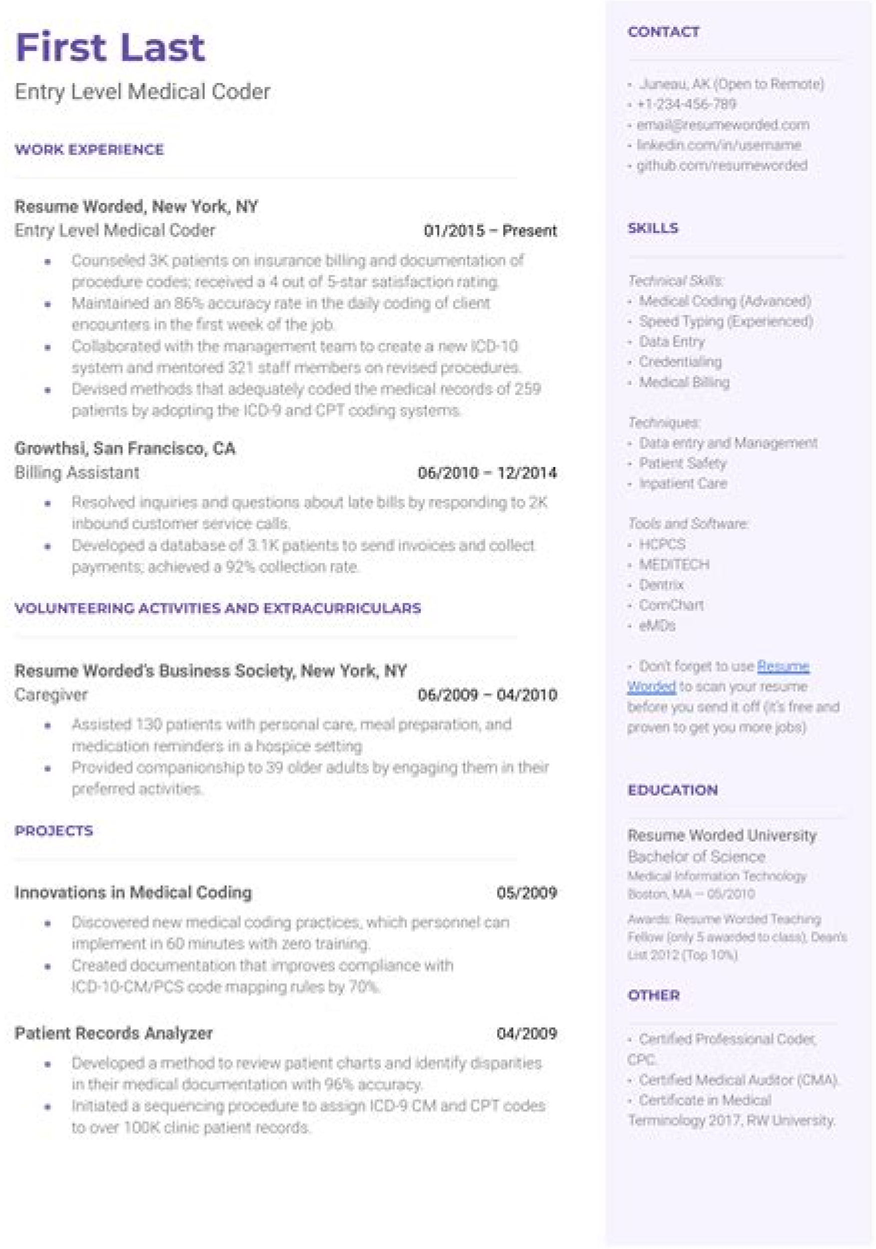
Entry Level Medical Billing And Coding Resume



First Last

Entry Level Medical Coder

WORK EXPERIENCE

Resume Worded, New York, NY

Entry Level Medical Coder **01/2015 – Present**

- Counseled 3K patients on insurance billing and documentation of procedure codes; received a 4 out of 5-star satisfaction rating.
- Maintained an 86% accuracy rate in the daily coding of client encounters in the first week of the job.
- Collaborated with the management team to create a new ICD-10 system and mentored 321 staff members on revised procedures.
- Devised methods that adequately coded the medical records of 259 patients by adopting the ICD-9 and CPT coding systems.

Growthsi, San Francisco, CA

Billing Assistant **06/2010 – 12/2014**

- Resolved inquiries and questions about late bills by responding to 2K inbound customer service calls.
- Developed a database of 3.1K patients to send invoices and collect payments; achieved a 92% collection rate.

VOLUNTEERING ACTIVITIES AND EXTRACURRICULARS

Resume Worded's Business Society, New York, NY

Caregiver **06/2009 – 04/2010**

- Assisted 130 patients with personal care, meal preparation, and medication reminders in a hospice setting
- Provided companionship to 39 older adults by engaging them in their preferred activities.

PROJECTS

Innovations in Medical Coding **05/2009**

- Discovered new medical coding practices, which personnel can implement in 60 minutes with zero training.
- Created documentation that improves compliance with ICD-10-CM/PCS code mapping rules by 70%.

Patient Records Analyzer **04/2009**

- Developed a method to review patient charts and identify disparities in their medical documentation with 96% accuracy.
- Initiated a sequencing procedure to assign ICD-9 CM and CPT codes to over 100K clinic patient records.

CONTACT

- Juneau, AK (Open to Remote)
- +1-234-456-789
- email@resumeworded.com
- linkedin.com/in/username
- github.com/resumeworded

SKILLS

Technical Skills:
- Medical Coding (Advanced)
- Speed Typing (Experienced)
- Data Entry
- Credentialing
- Medical Billing

Techniques:
- Data entry and Management
- Patient Safety
- Inpatient Care

Tools and Software:
- HCPCS
- MEDITECH
- Dentrix
- ComChart
- eMDs

- Don't forget to use Resume Worded to scan your resume before you send it off (it's free and proven to get you more jobs)

EDUCATION

Resume Worded University
Bachelor of Science
Medical Information Technology
Boston, MA — 05/2010

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

OTHER

- Certified Professional Coder, CPC.
- Certified Medical Auditor (CMA).
- Certificate in Medical Terminology 2017, RW University.

Entry Level Medical Billing and Coding Resume: A Comprehensive Guide

Creating an effective **entry level medical billing and coding resume** is crucial for standing out in a competitive job market. As the healthcare industry continues to grow, the demand for qualified medical billing and coding professionals has surged. This article will provide you with essential tips on crafting a resume that highlights your skills, education, and relevant experience, even if you are just starting out in this field.

Understanding Medical Billing and Coding

Before diving into the specifics of resume writing, it's essential to understand what medical billing and coding entails. This field involves translating healthcare services into standardized codes used for billing and insurance purposes. Medical billers and coders play a vital role in ensuring that healthcare providers receive accurate reimbursements for their services.

Key Responsibilities of Medical Billers and Coders

Some common responsibilities include:

- Assigning codes to diagnoses and procedures using standardized coding systems (ICD-10, CPT, etc.)
- Reviewing patient records to ensure accuracy and completeness
- Submitting claims to insurance companies and following up on unpaid claims
- Maintaining patient confidentiality and adhering to HIPAA regulations
- Communicating with healthcare providers, patients, and insurance companies

Components of an Effective Entry Level Resume

An effective entry-level medical billing and coding resume should be clear, concise, and tailored to the job you are applying for. Here are the key components to include:

1. Contact Information

Your resume should start with your contact information at the top. This includes:

- Your full name
- Email address
- Phone number

- LinkedIn profile or professional website (if applicable)

Make sure your email address is professional, ideally a variation of your name.

2. Resume Summary or Objective

This section should briefly summarize your qualifications and career goals. For an entry-level position, consider writing an objective that highlights your passion for the field and your desire to contribute to the healthcare industry. For example:

“Dedicated and detail-oriented recent graduate with a certification in medical billing and coding. Eager to leverage my skills in coding and patient management to ensure accurate billing processes and contribute to the efficiency of healthcare operations.”

3. Education

List your educational background, starting with the most recent. Include the following details:

- Degree earned (e.g., Associate Degree in Health Information Technology)
- Institution name
- Graduation date (or expected graduation date)
- Relevant coursework or projects

If you have completed a certification program in medical billing and coding, be sure to include that as well.

4. Certifications

Certifications can significantly enhance your resume, especially for entry-level positions. Include any relevant certifications you have obtained, such as:

- Certified Professional Coder (CPC)
- Certified Coding Specialist (CCS)
- Certified Billing and Coding Specialist (CBCS)

If you are currently pursuing a certification, mention that as well.

5. Relevant Skills

Highlighting your skills is essential for making your resume stand out. Focus on both technical and soft skills relevant to medical billing and coding. Here are some important skills to consider:

- Proficiency in medical coding systems (ICD-10, CPT, HCPCS)
- Knowledge of medical terminology
- Attention to detail
- Excellent communication skills
- Familiarity with electronic health records (EHR) systems
- Problem-solving abilities

6. Work Experience

For entry-level candidates, work experience may be limited. However, you can still include any relevant internships, volunteer work, or part-time jobs. When listing your experience, use bullet points to describe your responsibilities and accomplishments. If you lack direct experience, consider including positions that showcase transferable skills.

Example:

Intern, XYZ Medical Center
June 2023 – August 2023

- Assisted with patient intake processes, ensuring accurate information was collected.
- Learned to assign codes to patient diagnoses under the supervision of certified coders.
- Supported the billing department by following up on unpaid claims.

7. Additional Sections

Depending on your background, you might want to include additional sections, such as:

- Volunteer Work: Any unpaid work that demonstrates your commitment to healthcare or your ability to work in a team.

- Professional Affiliations: Membership in relevant organizations, such as the American Academy of Professional Coders (AAPC).
- Languages: If you speak multiple languages, this can be a valuable asset in healthcare.

Formatting Your Resume

An entry-level medical billing and coding resume should be easy to read and visually appealing. Here are some formatting tips:

1. **Font Choice:** Use a professional font such as Arial, Calibri, or Times New Roman, and keep the font size between 10-12 points.
2. **Length:** Aim for one page, especially if you have limited experience. Be concise and avoid unnecessary information.
3. **Consistency:** Ensure consistent formatting for headings, bullet points, and spacing throughout the document.
4. **File Format:** Save your resume as a PDF to preserve formatting when sending it to potential employers.

Tailoring Your Resume for Each Job Application

One of the most effective strategies for landing an entry-level position in medical billing and coding is to tailor your resume for each job application. Here's how to do it:

1. Analyze the Job Description

Carefully read the job description and take note of the required skills and qualifications. Identify keywords that are frequently mentioned.

2. Customize Your Resume

Incorporate the relevant keywords into your resume, particularly in the skills and experience sections. This will help your resume pass through Applicant Tracking Systems (ATS) that many employers use.

3. Highlight Relevant Experience

Emphasize any experience or skills that match the job requirements. If a job emphasizes a specific coding system, mention your proficiency in that area.

Final Tips for Success

- Proofread: Typos and grammatical errors can create a negative impression. Always proofread your resume and consider asking someone else to review it as well.
- Use Action Verbs: Begin bullet points with strong action verbs such as “developed,” “assisted,” “managed,” or “coordinated” to convey your contributions effectively.
- Stay Positive: Even if your experience is limited, focus on your enthusiasm for the field and your willingness to learn and grow in the role.

Conclusion

Crafting an entry-level medical billing and coding resume may seem challenging, but with careful attention to detail and a focus on relevant skills and experiences, you can create a compelling document that catches the eye of employers. By following the guidelines outlined in this article, you will be well on your way to building a successful career in medical billing and coding.

Frequently Asked Questions

What should I include in my entry-level medical billing and coding resume?

Include your contact information, a summary statement, relevant education, certifications, any internships or volunteer experiences, skills related to medical billing and coding, and any relevant software proficiency.

How do I format my entry-level medical billing and coding resume?

Use a clean and professional format with clear headings. Choose a readable font, use bullet points for lists, and ensure consistent spacing and alignment throughout the document.

What skills are important to highlight in an entry-level medical billing and coding resume?

Highlight skills such as attention to detail, familiarity with medical terminology, understanding of coding systems like ICD-10 and CPT, proficiency in billing software, and strong analytical skills.

Should I include my education on my entry-level medical billing and coding resume?

Yes, include your highest level of education, any relevant courses, and any degrees or certifications related to medical billing and coding, as this demonstrates your foundational knowledge.

How can I make my entry-level medical billing and coding resume stand out?

Tailor your resume to the job description, use quantifiable achievements when possible, include any relevant projects or case studies from your training, and make sure to highlight any specialized certifications.

Is it necessary to include an objective statement in my resume?

While not strictly necessary, a brief objective statement can clarify your career goals and show your enthusiasm for the role, especially if you are applying for an entry-level position.

What certifications should I mention in my entry-level medical billing and coding resume?

Mention any relevant certifications such as Certified Professional Coder (CPC), Certified Billing and Coding Specialist (CBCS), or any other medical coding or billing certifications you may have obtained.

How do I address a lack of experience on my resume?

Focus on transferable skills, relevant coursework, internships, volunteer work, and any hands-on training you have completed. Emphasize your eagerness to learn and adapt in a professional environment.

What are common mistakes to avoid when creating an entry-level medical billing and coding resume?

Avoid typos and grammatical errors, using an unprofessional email address, listing irrelevant work experience, and making your resume too long; aim for one page for entry-level positions.

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entry是进入，入场，入口处，门口，登记，记录，参加比赛的人。 entry: 英 [ˈentri]; 美 [ˈɛntri] n.进入，入场; 入口处，门口; 登记，记录; 参加比赛的人 例句: 1、Bill was among the first to ...

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entry→1.★ [countable, uncountable]an act of going into or getting into a place进入（指行动） entrance→2. [countable, usually singular]the act of entering a room, building or place, ...

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