

Monique Jacob
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Objective:

To secure a challenging position in a progressive organization where my education and expertise can be utilized and opportunity for growth.

Qualifications:

Insurance Claims/Contracts
Medicare/Medicaid
TRICARE
Troubleshooting
Type 40 wpm
Medical Terminology
Data Entry

Medical Records
Use of Medisoft
Referrals
Credit/Collections
10 key
MS Word

Third-party billing
ICD/ CPT- coding
Hospital Billing
Medi-Cal billing
CPR/First Aid
Phone Etiquette
Customer Service

Summary of Professional Experience:

Experience includes processing insurance claims from the Physician to the insurance carrier and providing customer service and information to patients. Perform diagnostic coding, review patient medical records and record financial information. Manage and store data in the computer. Tracing and troubleshooting claims. Utilizing collection strategies for balance due and, working with state programs and health care providers.

Employment History:

Dixon Recovery Institute, Administrative Assistant
06/2013-Present

Los Angeles, CA
Carson, CA

Medical Biller/Administrative Assistant for two (2) locations

- Bill services rendered for state programs and other health care providers
- Third party billing
- Receptionist /front desk (answering phones, data entry, customer service, greeting clients)
- Assisted office as needed
- Light bookkeeping
- Payroll
- Office manager
- Inventory

St. John's Hospital
11/2011-03/2012

Santa Monica, CA

Environmental Services/Housekeeping

- Performed environmental services and sanitation tasks daily and as needed basis.
- Assumed responsibility for providing a clean, safe, pleasant environment for patients, residents and staff while insuring departmental customer service and cleaning standards are maintained.
- Ensured departmental quality standards are maintained by following proper procedures for cleaning and sanitation of equipment, patient rooms, offices and all other areas of the hospital on a daily basis in a timely manner.
- Utilized chemicals in accordance with OSHA standards while performing daily cleaning and sanitation tasks to ensure a clean, safe, pleasant environment is maintained for patients, residents, and staff.