

Wanda L. Vaughn

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Objective: To obtain a job with any or all of the skills I have obtained over the years.

Education: High School Sacramento Urban League Institute of Technology
 Rio Cazadero CSR Medical Billing & Coding
 Diploma-1983 Certificate-1992 Certificate-2006

Work Field: Security/Supervisor Administrative Patient Billing
 20+years 10 Years 2 year

Skills:

Security: Advance Certification Training 1, 2 & 3 Bomb Threats & Terrorisms,
 Baton, Tear Gas & Pepper Spray, CCTV Training, Loss Prevention
 PC832 Arrest, Search & Seizure, Report Writing,
 Hand Wanding & Pat-Downs, Excellent Verbal Communications
 Supervisor, Time Management & Scheduling
 Developed and Maintain Spreadsheets & Reports,
 Adult, Child and Infant CPR / AED / FBAO & First Aid

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Administrative: General Office Equipment and Procedures, Maintain Office Database,
 Proofread Contract and Bids, Hiring and Firing Techniques,
 Written & Verbal Communication, Type 40 wpm,
 Computer: Word, Excel, Outlook, Power Point, Quick Books

Patient Billing: Medical & General Office Procedures, Medical Records
 Medical Terminology, CPT, ICD9 CM, HCPCS Coding,
 Primary & Secondary Insurance, CMS 1500, UB92 Claim Forms
 Computer Programs: Bedrock, Epic, Health Connect,
 FISH System for Medical Archives, Ten-Key, Type 40wpm
 Complied, Verified, Typed and Filed Claims
 Correspondence, Updates & Quarterly Reports
 PBX Phone Skills 50 Calls - daily