



Emily Smith

ENTRY-LEVEL MEDICAL BILLER

(555) 234-5678

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Atlanta, GA

LINKS

LinkedIn: /in/emilysmith

SKILLS

Basic Knowledge of ICD-10 and CPT Coding Expert

Proficient in Microsoft Office Suite Expert

Strong Attention to Detail Expert

Excellent Organizational Skills Expert

Ability to Work in a Fast-Paced Environment Expert

PROFESSIONAL SUMMARY

Motivated and detail-oriented recent graduate seeking an entry-level Medical Biller position to utilize my knowledge of medical coding and billing processes. Eager to contribute to a dynamic healthcare team and gain hands-on experience in a clinical setting.

EDUCATION

Certificate in Medical Billing and Coding

Atlanta Technical College, GA

Graduated: September 2024

Bachelor of Arts in Business Administration

Georgia State University, Atlanta, GA

Graduated: May 2024

INTERNSHIPS

January 2024 - May 2024

Medical Billing Intern

Georgia Health Partners, Atlanta, GA /

- Assisted the billing department in processing insurance claims and patient invoices.
- Conducted research on claim denials and assisted in resubmitting corrected claims.
- Learned to navigate medical billing software and electronic health record systems.

VOLUNTEER EXPERIENCE

August 2022 - December 2022

Administrative Assistant

Neighborhood Health Clinic, Atlanta, GA

- Supported administrative staff in managing patient records and scheduling appointments.
- Gained hands-on experience with patient interactions and healthcare documentation.