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# Raheem Richardson

## Medical Billing and Coding Specialist

A certified medical billing and coding specialist with seven years of experience specializing in CPT, ICD-10, patient relations, and process improvement. A strong history of resolving complex billing issues and identifying opportunities to enhance operational effectiveness.

## CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  New York, NY

## EDUCATION

Associate of Science (A.S.), Health Information Systems University of Syracuse  
New York, NY | June 2017

## KEY SKILLS

- Billing procedures
- HIPAA regulations
- Medical coding
- Patient relations
- Process improvement

## PROFESSIONAL EXPERIENCE

MEDICAL BILLING AND CODING SPECIALIST | BROOKLYN ORTHOPEDICS, NEW YORK, NY

MARCH 2020 – PRESENT

- Coordinate the billing process and conduct audits on over 4,000 patient records to review accuracy, reduce errors, and ensure strict compliance with HIPAA
- Identify solutions to complex billing issues and interface effectively with patients and insurance companies, resulting in a 20% reduction in past-due balances
- Lead initiatives to enhance billing procedures and automate manual data entry, resulting in a 16% reduction in billing discrepancies

MEDICAL BILLING AND CODING SPECIALIST | YEADON MEDICAL CENTER, NEW YORK, NY

JUNE 2017 – MARCH 2020

- Resolved technical issues related to claims, conducted audits of patient records and insurance documentation, and reduced billing errors by 15%
- Troubleshoot issues with claims, reviewed patient and insurance records, and obtain supplemental information from health care providers to ensure accurate billing
- Utilized ICD-10, CPT, and HCPCS systems to perform coding for medical procedures

## CERTIFICATIONS

- Certified Coding Associate, American Health Information Management Association, April 2017