



Uma Fujita

Billing Specialist

Billing specialist with 6 years of experience processing invoices, managing accounts receivable, and maintaining GAAP-compliant audit trails using SAP, QuickBooks, and Microsoft Excel. Achieved a 97.18% on-time collection rate by restructuring payment reminder schedules and sending follow-up notices at 15, 30, and 42 days past due. Reduced billing process cycle time by 25.1% after mapping workflow steps and eliminating redundant approval checkpoints.

CONTACT INFORMATION



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Winona, MN 12345

KEY SKILLS

- SAP
- QuickBooks
- Microsoft Excel
- Accounts Receivable Management
- GAAP Compliance
- Invoice Reconciliation
- PCI-DSS Procedures
- Rate Analysis
- Billing Cycle Optimization
- Coupa

PROFESSIONAL EXPERIENCE

Billing Specialist | Whitewater Valley Business Services, Winona, MN
2023 - Present

- Process 637 invoices monthly across 11 service lines by reviewing purchase orders, sales tickets, and charge slips in SAP to compute accurate fees due.
- Achieved a 97.18% on-time collection rate by restructuring payment reminder schedules and sending follow-up notices at 15, 30, and 42 days past due.
- Reduced billing process cycle time by 25.1% after mapping each workflow step and eliminating 4 redundant approval checkpoints.
- Maintain organized records of 1,740 invoices and supporting documents per quarter, ensuring GAAP-compliant audit trails for internal reviews.

Billing Specialist | Root River Medical Group, Rochester, MN
2021 - 2023

- Processed 418 invoices monthly by reviewing hospital records and charge slips, then posting charges in SAP within 6 hours of service delivery.
- Raised on-time collection rate from 89.4% to 97.35% by implementing structured follow-up cadences for outstanding balances over \$1,500.
- Compiled operating cost and revenue data for quarterly rate reviews, supporting \$67,340 in annual fee adjustments across 3 departments.
- Cut billing process cycle time from 9 days to 6.5 days by standardizing document templates and pre-populating recurring charge fields in Microsoft Excel.

Billing Clerk | Hiawatha Creek Staffing Partners, La Crosse, WI
2020 - 2021

- Processed 312 invoices monthly, verifying purchase orders against delivery receipts and entering line-item charges into QuickBooks.
- Improved on-time collection rate from 91.7% to 97.38% by contacting past-due accounts within 48 hours of missed payment dates.
- Kept organized filing of 940 support documents per quarter, cross-referencing sales tickets to posted invoices for month-end reconciliation.

EDUCATION

Bachelor of Science in Accounting
Winona State University, Winona, MN | 2016 - 2020

CERTIFICATIONS

Certified Revenue Cycle Representative, Healthcare Financial Management Association, 2022