

Shira Ncube

Billing and Coding Specialist

Billing and coding specialist with 3 years of experience maintaining claim accuracy above 97.97% by cross-referencing CPT and HCPCS codes against patient records before submitting UB-04 forms. Skilled in Epic, insurance eligibility verification, charge posting, and HIPAA compliance, with a record of reducing account discrepancies by 21.3% through reconciliation of charge entries against explanation-of-benefits documents.

CONTACT INFORMATION

(541) 555-0118
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KEY SKILLS

- CPT and HCPCS Coding
- ICD Code Assignment
- Epic
- UB-04 Claim Submission
- HIPAA Compliance
- Insurance Eligibility Verification
- Charge Posting and Reconciliation
- Medicaid Billing
- Microsoft Word
- Practice Management Systems

PROFESSIONAL EXPERIENCE

2025 - Present

Billing and Coding Specialist, Umpqua Basin Medical Associates, Roseburg, OR

- Maintained a 97.97% claim accuracy rate over 11 months by cross-referencing CPT and HCPCS codes against patient records before submitting UB-04 forms.
- Reduced account discrepancies by 21.3% within the first 6 months by reconciling charge entries against explanation-of-benefits documents in Epic.
- Resolved an average of 34 patient billing inquiries per week, answering questions on copays, deductibles, and Medicaid coverage within 24 hours.
- Reviewed inpatient and outpatient records for completeness, accuracy, and compliance with HIPAA regulations, averaging 38 encounters per day.

2023 - 2025

Billing Clerk, Calapooya Creek Family Health, Sutherlin, OR

- Verified insurance eligibility and posted charges for an average of 41 patient visits per day, maintaining claim accuracy above 97.28%.
- Identified and corrected 17 account discrepancies per month by auditing payment postings against remittance advices.
- Processed patient admission and discharge documents in compliance with HIPAA regulations, completing each file within 35 minutes of receipt.

EDUCATION

AS, Healthcare Administration

Umpqua Community College, Roseburg, OR | 2021 - 2023