



Mehmet Upton

Medical Billing Specialist

CONTACT INFORMATION



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Bartlesville, OK 12345

EDUCATION

- Associate of Applied Science in Health Information Technology
Tulsa Community College
Tulsa, OK | 2018 – 2020

KEY SKILLS

- CPT and ICD Coding
- HCPCS
- Epic
- Greenway/Integrity
- UB-04 Claims
- Denial Management and Appeals
- HIPAA Compliance
- Practice Management Systems
- Medicaid Billing
- Microsoft Word

ABOUT ME

Certified Coding Specialist (AHIMA) with 6 years of experience in medical billing, denial management, and claims follow-up across multi-provider practices. Recovered \$76,800 in outstanding balances by following up on unpaid claims and reduced the claim denial rate from 8.9% to 4.3% by auditing CPT and HCPCS code assignments before submission on UB-04 forms. Skilled in Epic, Greenway/Integrity, ICD and CPT coding, Medicaid billing, and HIPAA-compliant records management.

PROFESSIONAL EXPERIENCE

Medical Billing Specialist | Caney Valley Medical Group, Bartlesville, OK
2021 – Present

- Followed up on an average of 137 unpaid claims per month across 19 providers, recovering \$76,800 in outstanding balances within the first 9 months.
- Reduced the claim denial rate from 8.9% to 4.3% by auditing CPT and HCPCS code assignments before submission on UB-04 forms.
- Coded and abstracted patient data for 19 providers spanning cardiology, orthopedics, and internal medicine using Epic.

Medical Billing Coordinator | Nowata Prairie Health Center, Nowata, OK
2021 – 2023

- Followed up on 84 unpaid claims per month for 11 providers, clearing aged balances older than 90 days within 14 business days on average.
- Lowered the denial rate from 9.7% to 5.8% by correcting modifier and diagnosis code mismatches before initial filing.
- Maintained HIPAA-compliant storage and retrieval of 6,340 electronic health records, completing quarterly access audits with zero breaches.
- Filed Medicaid and commercial appeals, resolving 43 denied claims valued at \$29,150 in a single quarter.

Billing Clerk | Osage Hills Family Practice, Pawhuska, OK
2020 – 2021

- Supported 7 providers by entering charges, verifying insurance eligibility, and posting payments in Greenway/Integrity daily.
- Identified and classified patient data using ICD and CPT codes for an average of 46 encounters per day with a denial rate under 6.4%.
- Compiled monthly charge reconciliation reports and flagged 23 claim discrepancies for supervisor review within 48 hours.

CERTIFICATIONS

- Certified Coding Specialist, AHIMA, through its Commission on Certification for Health Informatics and Information Management, 2021