Catherine Evans

Medical Billing Clerk

(304) 555-0118 · Hinton, WV 12345 · quinn.voss@example.com

Billing professional with 2 years of experience processing claims, verifying insurance eligibility, and posting payments across multi-provider clinics using eClinicalWorks, ICD-10, and CPT coding. Corrected undercoded evaluation and management charges to contribute to a revenue trend improvement of $4,290 per month while supporting 11 providers across family medicine and pediatrics.

Professional Experience

Medical Billing Clerk | Greenbrier Basin Family Health Center, Hinton, WV
2025 – Present

- Process an average of 57 claims per day for a multi-provider clinic, entering charges and transmitting to Medicare, Medicaid, and commercial payers within 48 hours of service.
- Support 11 providers across family medicine and pediatrics by verifying insurance eligibility and coding encounters with ICD-10 and CPT codes in eClinicalWorks.
- Contributed to a revenue trend improvement of $4,290 per month by correcting undercoded evaluation and management charges identified during weekly batch reviews.
- Post electronic remittance advice and patient payments daily, reconciling deposits against the practice management ledger within 3 hours each morning.

Billing Assistant | New River Gorge Medical Associates, Beckley, WV
2024 – 2025

- Submitted an average of 38 claims per day for 7 providers, verifying HCPCS and CPT codes before electronic transmission.
- Helped grow monthly collections by $3,510 by flagging 23 recurring charge-entry omissions over a 6-month period.
- Verified Medicaid and commercial insurance eligibility for scheduled patients, completing checks for 34 appointments each morning in under 90 minutes.

Education

M.S. Health Informatics | Marshall University | Huntington, WV
2022 – 2024

Key Skills

- ICD-10 Coding
- CPT and HCPCS Coding
- eClinicalWorks
- Microsoft Excel
- Insurance Eligibility Verification
- HIPAA Compliance
- Charge Entry and Payment Posting
- Medicare and Medicaid Guidelines
- Accounts Receivable Follow-Up