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## **OBJECTIVE**

Seeking a position as a **Medical Billing Specialist**

## **EDUCATION**

Harper College, Palatine, IL

Health Insurance Specialist Certificate

Anticipated Graduation May 20xx

## **RELEVANT COURSEWORK**

Medical Terminology

Human Disease

Principles of Health Insurance Billing

Health Care Records Management

CPT / ICD-10-CM Coding

Health Care Office Procedures

Health Care Today

Legal and Ethical Issues in Health Care

Health Care Technology and Informatics

Human Anatomy and Physiology

## **RELEVANT EXPERIENCE**

Loyola University Wellness Center, Chicago, IL

20xx to Present

### **Externship**

- Verify insurance eligibility and enter data into billing system
- Answer patients' questions regarding billing
- Utilize proper procedures to protect security and confidentiality
- Prepare and review claims for submission to insurance companies

## **WORK EXPERIENCE**

Bookman and Associates, Elmhurst, IL

20xx to Present

### **Receptionist**

- Answer and screen calls to provide information, take messages and schedule appointments
- Greet persons to determine nature and purpose of visit, and direct them to specific destinations
- File and maintain records and collect, sort, distribute, and prepare mail
- Operate office machines, photocopiers and scanners, fax machines and voice mail systems

## **VOLUNTEER EXPERIENCE**

Northwest Community Hospital, Arlington Heights, IL

20xx to 20xx

- Greeted patients, answered phone, took messages and handled all front desk duties during department meetings
- Prepared patient charts and maintained roster of discharged patients
- Assisted office manager and unit secretary with projects

## **COMPUTER SKILLS**

Microsoft Word, Excel, and PowerPoint