

# La Tyia C. Tatum

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## Medical Coder & Insurance Billing

A position that will utilize my education, skills and expertise as a Medical Coder and Insurance Billing, Medical Office Assistant, and Administrative Assistant, as well as my General office knowledge.

### **CORE COMPETENCIES**

- Excellent Communication Skills
- Contributes To Team Building
- Type 50 wpm (Alpha-numeric 9000 kpm)
- Time Management
- Very Detail-oriented
- Proficient in Lotus
- Highly motivated
- Dependable
- Ability To Multi-Task
- Takes Initiative
- Learns quickly
- Skilled in MS Office

### **PROFESSIONAL EXPERIENCE**

#### **Social Security Administrative**

Collecting Disability Insurance

**Minneapolis, MN**

**May/2016-Present**

#### **Weiser Security Services**

Administrative Assistant-Office Manager

**Atlanta, Georgia**

**May/2009-May/2016**

Assist management, supervisors, new and current employees with job related tasks daily.

- General administrative support duties as well as problem solving and customer service
- Answering incoming calls and respond to voice mail messages from clients/consumers
- Perform customer service and data entry obligations exceeding company standards
- Typing 50wpm, faxing, scanning, filing, and maintaining personal client information
- Create excel spread sheets with MS Excel and manage tax information with QuickBooks

**Atlanta, Georgia**

#### **Georgia Department of Revenue**

Administrative – Clerical

**March/2010-June/2011**

Responsible for the collection of taxes owed to Georgia.

- Assist management, supervisors, new and current employee's
- Verify tax payer's information.
- Alpha-numeric data entry 9000 kpm.
- Fax, scan, and file proper tax information, create excel spread sheets.
- Assist tax payers filing past and present tax returns.

**Minneapolis, Minnesota**

**Accounts Receivable Coordinator****September/2006-August/2006**

Washburn Center for Children

Contact, Submit new, or corrected 1500 claim forms to Medicare, Medicaid, and 3rd party private insurance companies.

- Coordinate, and handle sliding scale fees to clients whom are eligible.
- Collect pay stubs, and calculate income. Verify medical insurance
- Processing and handling cash, credit cards, and check payments. Hand in receipts.
- Create Excel spreadsheets
- Handle all calls, voice mail messages, and all correspondence related to billing issues.
- Linked ICD-9 and CPT codes.
- Problem solving.

**Maple Grove, Minnesota****Receptionist / Medical Records****September/2005-September/2006**

N.W. Eye Clinic

Office administrative assistant, and medical records clerk.

- Greet visitors, patients, and clients. Check patients in/out
- Verify medical insurance, collect and post co-payment and eye examine fees.
- Scheduled appointments for new and returning patients.
- Create new patient charts, file patient charts,
- Fax and interoffice patient charts to different locations. Answering a 12-line phone.

**St. Louis Park, Minnesota**

Notification Coordinator Specialist

**June/2003-September/2005**

CBSA/ Guided 2 Health

Submit new, or corrected 1500 claim forms to Medicare, Medicaid, and 3rd party private insurance companies.

- Precerts for in-patients, out-patients, and same day surgery
- Verify medical insurance, create excel spreadsheets.
- Create excel spreadsheets.
- Processed payments, data entry 9000kpm.
- Processed submitted claims, billed and reimbursed.
- Entered data, linked ICD-9 and CPT codes.
- Offered quality customer service, answering 9-line phone.
- Problem solving.

## **EDUCATION**

**Herzing University**  
**Insurance Billing and Medical Coding Specialist**

**Atlanta, GA**  
**March/2012-Present**  
**Bachelors of Science**

Course schedule: Basic Diagnosis Coding, Basic Procedure Coding, Intermediate Procedure Coding, Intermediate Diagnosis Coding, Personal Financial Management, Healthcare Systems and Operations, Ethics and Health Information Management, Speech, Psychology, Information Literacy, Critical Thinking, Insurance Claims, Processing and Adjudication.

**General Office Clerical:** Summit Academy OIC

**October/1998-June/2000**  
**Vocational Certificate**

Courses completed include: ordering supplies, 10-key calculation, filing, maintaining correspondence and time management skills. Clerical customer service, keyboarding, word processing, fax, scan, and software programs: Microsoft office Word, Excel and PowerPoint.

**Medical Coding and Billing Specialist:** Herzing University

**March/2001-June/2003**  
**Diploma**

Courses completed include: CPT, ICD-9-CM, Billing and Reimbursement, Medical Terminology, Medical Legal Issues, Pharmacology and Disease Processes. Medical software programs, and Microsoft office word, excel, and PowerPoint.