

#### CAREER OBJECTIVE

Caring and compassionate professional, with a proven determination to consistently excel at all assigned duties, seeking to turn medical education into continuation of rewarding career with a dynamic healthcare facility.

- Proficiencies: MS Office; MS Excel; MS Word; MS PowerPoint; Typing Speed: 55 WPM
  - Skills: Written and verbal communication (letters, emails, presentations, face-to-face communications); Time management skills; Customer Service oriented; Willing to learn new things; Team player
  - Honors/Awards: Ultimate Medical Academy Dean's List
- 

#### QUALIFICATIONS

Centers for Medicare and Medicaid • CMS 1500 • CMS 1450 (UB-04) • Tricare Co-Payments • Deductibles • HIPAA Compliance • Medical Billing • EOBs  
Electronic Health Records (EHR) • Electronic Medical Records (EMR) • Greenway EOBs • Payment Posting • Revenue Cycle Management • Scheduling  
Insurance Verification • Insurance Billing Procedures • Insurance Claim Processing  
Manage Care (HMO, PPO, and POS) • Government Payers • Third Party Payers • Worker's Compensation  
Medical Billing • Medical Coding • ICD-9-CM • HCPCS • CPT • Introduction to ICD-IO • Medical Terminology  
Practice Management • Medical Office Procedures • Anatomy & Physiology  
Reimbursement Methodologies • Fee Schedules • Outpatient / Physician • Inpatient / Facility

---

#### PROFESSIONAL EXPERIENCE

##### Baptist Hospital - Columbus, MS

07/2014 - Present

Clerk II Patient Financial / Admission Representative/Certified Nursing Assistant

- Answer telephones and direct calls to appropriate staff
- Compile and record medical charts, reports, or correspondence, using typewriter or personal computer
- Interview patients to complete documents, case histories, or forms, such as intake or insurance forms
- Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations

##### Walmart - Amory, MS

09/2008 - 02/2014

Cashier

- Aided customers by providing information and resolving complaints
- Assisted in processing and replenishing merchandise, monitored floor stock and ensured establishment was clean and inviting
- Created a positive atmosphere by greeting customers upon entering establishment and providing a pleasant and friendly shopping experience
- Issued receipts, refunds, credits, or change due to customers

- Preserved an awareness of all promotions and advertisements
  - Maintained communication throughout the ordering or check out process
  - Processed merchandise returns or exchanges
- Received payment by cash, check, credit cards, or automatic debits, maintaining all cash and media.

## Cassey Holliday Adams

Address | 40140 Caledonia Road, Hamilton, MS 39746

Contact | 662-889-1561 • casseyholliday@yahoo.com

---

### EDUCATION

Ultimate Medical Academy, Tampa, FL

Diploma — Medical Billing and Coding, 2017

Fully accredited, accelerated program providing instruction in medical billing and ICD-IO, CPT and HCPCS coding for diseases, surgeries and medical procedures. Program content includes electronic health record (EHR) systems, accounting methods, and processes for preparing and submitting healthcare claims. Research, professional writing, critical thinking and communications skills are emphasized throughout the program.