

Curriculum Vitae

Karen Manco

Holiday, FL

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Objective: *Dedicated professional with extensive healthcare experience and a strong background in customer service, seeking a position in a dynamic medical facility to leverage organizational skills and the ability to communicate effectively with patients and healthcare professionals.*

Professional Experience

Billing Specialist & Payment Poster, Admid Processor, Palm Harbor, FL (January 2024 - July 2024)

Managed billing processes and posted payments for healthcare equipment, working with both insurance companies and government entities. Ensured data accuracy in a secure environment and provided timely customer service, including phone support and problem resolution.

Medical Receptionist, Gynecologist's Office, Saint Petersburg, FL (April 2021 - January 2024)

Coordinated benefits and referrals, ensuring compliance with insurance network requirements and facilitating smooth patient visits. Managed front desk operations, including scheduling, patient information collection, payment processing, and medical record maintenance.

Education

Bachelor of Science in Nutrition, Sage Colleges, Troy, NY

Skills

Expert in HIPAA compliance and medical terminology with over 10 years of experience. Proficient in eClinicalWorks and medical billing procedures. Excellent interpersonal and communication skills, fostering positive interactions in a healthcare setting.

Certifications

HIPAA, Medical Terminology, Medical Billing

References

Available upon request.