

Teresa Farinella

Client Account Specialist

Cottage Grove, MN 55016

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To utilize my skill sets as well as my ability to take on new challenges and bring about a positive attitude in the workplace. I feel I would be a great asset to your organization.

Authorized to work in the US for any employer

WORK EXPERIENCE

Client Account Specialist

Billing Inquiries - May 2016 to May 2016

- Secure Bill Pay
- Refunds

Front Desk Receptionist

Summit Orthopedics - Vadnais Heights, MN - March 2014 to March 2016

- Check in patients
- Verify insurance and copayments
- Preparing charts and schedules
- Answer phones and clerical

Business Office Assistant

Summit Orthopedics - Woodbury, MN - June 2013 to March 2014

- Secure Bill Pay
- HCFA'S Physician notes
- Work secondary and tertiary billing queues
- Interventions and Bankruptcies
- Scanning in documentation

Temporary Appointment Scheduler

Summit Orthopedics - Woodbury, MN - February 2013 to June 2013

- Schedule patient appointments for multiple physicians
- Verify insurances
- Modify physicians schedules as requested by Coordinators

Customer Care Representative

Partners E&O Insurance - Beaumont, CA - June 2012 to August 2012

- Accept and process new/renewal applications
- Check policies, endorsements and policy materials for accuracy
- Process Certifications of Insurance

Reimbursement Specialist

Allina Home & Community Service - Minneapolis, MN - September 2007 to March 2012

- Bill Medicaid for Hospice Room and Board
- Accounts Payable for Homecare and Hospice

- Hospice Medicare/ Medicaid billing

Insurance Specialist

Allina Homecare, Hospice & Palliative Care - Minneapolis, MN - November 2005 to November 2007

- Verify insurance coverage for patients enrolling into Homecare, Hospice or Palliative Care
- Relay information to Hospital Clinicians once coverage is determined
- Work with insurance companies to obtain authorizations and referrals

Radiology Receptionist Scheduler

Allina Medical Clinic - Woodbury, MN - July 2001 to November 2005

- Check in patients
- Scheduling radiology appointments for multiple modalities
- Maintained outside radiology orders
- Verified insurances

EDUCATION

Medical Coding

Century College - White Bear Lake, MN

Medical Terminology Basic

College - Saint Paul, MN

Lakeland Medical-Dental Academy - Minneapolis, MN

ADDITIONAL INFORMATION

SKILLS:

- Proficient in: Epic, Excellian, Mysis, AllScripts, Word and Outlook software
- Attention to detail: By ensuring tasks are completed correctly and on time
- Ability to prioritize multiple tasks
- Healthcare Law and Ethics: Proper use of HIPPA guidelines
- Well organized with a profound ability to work independently or in a group