

Lawrence Oropeza

Billing Healthcare Specialist

(555) 987-6543

lawrence.oropeza@gmail.com

United States, Newton, MA



Detail-oriented and dedicated Billing Healthcare Specialist with experience in processing medical claims, coding procedures, and ensuring timely and accurate billing. Proficient in managing insurance claims, verifying patient information, and working with healthcare providers to resolve billing issues.

Experience

July 2020 - December 2024

Healthcare Billing Specialist

Harvard Medical Group / United States, Newton, MA

- Processed and submitted insurance claims, ensuring all coding and billing information was accurate, complete, and compliant with healthcare regulations and payer requirements.
- Managed patient accounts, including verifying insurance coverage, billing for medical services, and addressing patient inquiries about billing statements.
- Collaborated with insurance companies to resolve billing discrepancies, working to ensure timely payment and minimize claim denials.
- Utilized ICD-10, CPT, and HCPCS coding systems for accurate documentation and billing of medical procedures and diagnoses.

May 2017 - June 2020

Medical Billing Coordinator

Newton General Hospital / United States, Newton, MA

- Handled billing for a variety of medical services, ensuring accurate coding, submission of claims, and resolution of patient billing inquiries.
- Worked closely with physicians and healthcare providers to ensure proper coding for procedures, treatments, and diagnoses.
- Researched and resolved denied or rejected insurance claims, submitting necessary corrections to facilitate payment processing.
- Managed patient accounts, billing statements, and payment plans, ensuring that financial transactions were properly documented.

Education

Associate Degree in Health Information Management

2013 - 2017

Boston Community College

United States, Boston

Skills

Medical Billing & Coding ●●●●●●

Revenue Cycle Management ●●●●●●

Billing Software ●●●●●●

HIPAA Compliance ●●●●●●