

134-17 120th Avenue  
South Ozone Park, NY 11420

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**GEORGIE FLETCHER**

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Email: [gannfletcher@hotmail.com](mailto:gannfletcher@hotmail.com)

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**SUMMARY OF QUALIFICATIONS:** Knowledge of billing practices and policies and procedures, ICD9-CPT4 Coding; Skilled with qualifications as an LPN; Prepare records in accordance with detailed instructions.

**EXPERIENCE:**

2007 – Present

**Bishop Mclean Episcopal Nursing Home**

Queens, NY

Licensed Practical Nurse (*LPN*)

- Provide patient care on a personal level.
- Report directly to physicians and RNs.
- Responsible for taking vitals and monitoring in-and-out volumes.
- Prepare or perform several procedures such as dressing wounds, bathing and dressing the patient.
- Document charts and medical records.

2001- 2002

**TJH Medisys/Jamaica Hospital Medical Center/Family Practice**

Queens, NY

*Medical Biller/ Pediatric Clinic*

- Researched diagnostic and procedural coding in order to submit
- Medical bills to insurance companies such as Medicare and Medicaid.
- Received and registered patients.
- Checked vital signs.
- Measured height and weight of patients.
- Performed clinical assessments and other clinical duties

1998 – 2001

**Queens Open M.R.I Diagnostic Imaging Center**

Queens, NY

*Medical Biller*

- Experience in maintaining and preparing billing of Medical Claims to major insurance companies including Medicare, and Medicaid.
- Followed up with insurance companies with regards to verification of benefits and denied claims.
- Responded to patient's inquiries of claims, deductible and co-pays.
- Responsible for billing and accounts receivable management functions of healthcare practice.
- Submitted claims and patient statements to receive the correct reimbursement for services rendered.

1988 – 1998

**New York Hospital Medical Center of Queens**

Queens, NY

*Secretary to Associate Director of Surgery*

- Analyzed patient medical records and determine billable charges, and assigned national-standard codes to medical diagnoses and procedures.
- Interpreted patients' medical records to identify and determine amount and nature of billable services.
- Assigned and sequenced appropriate diagnostic/procedure billing code, in compliance with third party payer requirements, contractual arrangements and protocols.
- Inter-acted with department heads and other administrative staff regarding implementation of new codes and revision of charge documents.

**EDUCATION:**

2001-Present

**LaGuardia Community College**

Long Island City, NY

*Major: Nursing*

2006

**Vocational and Educational Extension Board**

Uniondale, NY

*Licensed Practical Nurse*

**Peter Ottley Institute**

*Procedural and Diagnostic Medical Coding*