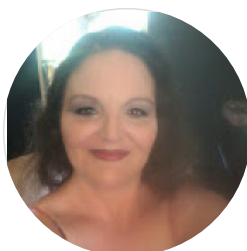


Medical Biller and Coder



Crystal Sexton

Big Stone Gap, VA 24219

Job Preferences:

Desired job title:	Medical Biller and Coder
Desired occupation:	Medical Billing and Coding Medical Records and Health Information Technicians Medical Transcriptionists
Employment type:	Full time
Career status:	Active job seeker
Available to start:	02/2020
Additional notes:	I am current attending college and will be graduated with an associates degree in Medical Billing and Coding and office procedures by the end of this year.

Education:

07/2019 – Present	Mountain Empire Community College Medical Billing and Coding and Office Procedures, Other Big Stone Gap, VA 24219
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Work Experience:

12/2016 – 01/2018	Operator TELEMED INC Inbound and outbound calls send out pages and messages to doctors and nurses. Schedule appointments.
12/2013 – 12/2016	Customer Service and Sales Representative Sykes Enterprises, Incorporated Customer Service, Sales Customer Service and sales for ATT.

12/2011 – 12/2013

EVS Tech

Wellmont Health System

I kept the hospital clean and safe for healthcare workers and patients.

12/2006 – 12/2011

Manager

Southern Heritage Inn; MECC

Management/Manager

I managed a 60-bed hotel/motel. I supervised on average 10 employees. I hired and fired employees. I also trained employees. I did payroll, ordered supplies, hospitality and scheduling. Education

None in Medical billing and coding MECC - Big Stone Gap, VA August 2019 to Present General in general

07/1986 – 06/1991

Pound High School

Pound High School

Skills:

n/a:

coding, MS Excel, MS Word, Microsoft Office