

Karisa Lynn Hernandez

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EDUCATION

- The University of Texas at San Antonio San Antonio, TX** **December 2014**
Bachelor of Multidisciplinary Studies – Fields of Business, Health and History
- Alamo Community College – Northwest Vista San Antonio, TX** **December 2011**
Associate of Arts, concentration in Business Administration

EXPERIENCE

- San Antonio Medical Billing** **San Antonio, TX**
Billing Specialist IV June 2012 – Current

- Reconcile and apply insurance and patient payments
- Commercial and Federal Medical Billing
- Audit and analyze medical accounts
- Produce and report financial reports to medical provider
- Complete any daily assignments issued
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- Randstad US – Staffing and Recruiting – KCI USA, Inc.** (temporary assignment) **San Antonio, TX**
Licensure and Provider Enrollment – Medicaid April 15, 2013 – July 17, 2013

- Managed Medicaid Provider Number Activity
- Enrolled Medicaid numbers for billing purposes
- Submitted Medicaid hard copy and electronic re-enrollment Applications
- Updated/credentialed and verified provider demographic information
- Government agency follow up on status of Medicaid enrollments

- Rene G. Jaso, MD Surgical Practice** **San Antonio, TX**
Medical Follow-Up Consultant June 2008 – June 2012

- Reconcile and apply insurance and patient payments
- Commercial and Federal Medical Billing
- Produce and report financial reports to medical providers
- Create PowerPoint presentations as needed
- Complete any daily assignments issued
- Audit and analyze medical accounts
- Daily entry of medical charges

ACTIVITIES AND HONORS

- Alpha Kappa Psi – Alpha Rho Class **Spring 2012 – Present**
- Certification into the National Society of Leadership and Success **January 2011 – Present**

ADDITIONAL SKILLS

- Medical Office Practice Management
- Mandated Billing Requirement Changes
- Coding and Reimbursement Analyzer
- Physician Consulting
- CPT & ICD-9 Coding
- Medical Terminology
- HIPPA and ANSI Knowledge
- HICFA Billing
- MOMS user since 2008
- Novitas and TMPH knowledge
- Availity and Provider Portal Knowledge
- Patient Relations