

Amy Bouthdachanh
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PROFESSIONAL PROFILE:

- Ten years Exceptional customer service experience
- Train New Hires
- Integrity with a Strong Work Ethic
- Detail and Solution Oriented
- Excellent Time Management and Organizational Skills in high-volume atmospheres
- Accepts new challenges, with positive results and feedback

EDUCATION:

Everest University

Bachelor of Science Degree, Business Administration

Jacksonville, FL

4/2015 to 1/2016

Virginia College

Associate of Science Degree, Medical Office Management

Jacksonville FL

12/2011

SKILLS

- Customer Service/Relations
- Business Operations
- Office Supervision
- Human Resources / Management Principles
- Accounting / Finance
- E- Commerce
- Strategic Planning
- Talent Acquisition
- Training & Professional Development
- Contract Negotiations
- Microsoft Office
- Logistics
- Fixed Asset Allocation
- Career Placement
- Leadership
- Company Analysis
- Hiring
- Profit & Loss Statements
- Business Ethics
- Marketing and Advertising
- Medical Office Administration
- Patient Registration & Scheduling
- Patient Insurance Verification
- Vital Signs & Triage
- Injections
- ICD-9& CPT Coding
- Electronic Medical Records Management
- Manual & Electronic Claims
- 10 Key Data Entry & Typing
- Medicare and Medicaid Claims Processing
- State and Federal Disability Insurance
- Budgets / Bookkeeping
- Business Law

Cpt Manual Professional Edition 2015

Mark S. Schwartz, Frank Andrasik



Cpt Manual Professional Edition 2015:

Step-by-Step Medical Coding, 2015 Edition - E-Book Carol J. Buck, 2014-11-18 Take your first step toward a successful career in medical coding with in depth coverage from the most trusted name in coding education From Carol J Buck Step by Step Medical Coding 2015 Edition is a practical easy to use resource that shows you exactly how to code using all current coding systems Explanations of coding concepts are followed by practice exercises to reinforce your understanding In addition to coverage of reimbursement ICD 9 CM CPT HCPCS and inpatient coding this edition fully covers ICD 10 CM in preparation for the transition to ICD 10 No other text on the market so thoroughly covers all coding sets in one source A step by step approach makes it easier to build skills and remember the material Dual coding addresses the transition to ICD 10 by providing coding answers for both ICD 10 and ICD 9 Over 500 illustrations include medical procedures and conditions that help you understand the services being coded and images from Carol J Buck s professional ICD and HCPCS manuals that familiarize you with the format of professional coding manuals Real life coding reports simulate the reports you will encounter as a coder and help you apply coding principles to actual cases Complete coverage of ICD 10 CM prepares you for the transition to ICD 10 A workbook corresponds to the textbook and offers review and practice with more than 1 500 questions activities and terminology exercises to reinforce your understanding of medical coding Available separately Official Guidelines for Coding and Reporting boxes allow you to read the official wording for inpatient and outpatient coding alongside in text explanations Four coding question variations develop your coding ability and critical thinking skills including one code or multiple code answer blanks From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules boxes offer valuable tips and helpful advice for working in today s medical coding field Coder s Index makes it easy to quickly locate specific codes Appendix with sample EHR Electronic Health Record screenshots provides examples similar to the EHRs you will encounter in the workplace Exercises Quick Checks and Toolbox features reinforce coding rules and concepts and emphasize key information NEW Encoder practice exercises on the companion Evolve website provide added practice and help you understand how to utilize an encoder product UPDATED content includes the latest coding information available promoting accurate coding and success on the job **2016 HCPCS Level II Professional Edition - E-Book**

Carol J. Buck, 2015-12-04 For quick accurate and efficient coding pick this best selling HCPCS professional reference From coding expert Carol J Buck 2016 HCPCS Level II Professional Edition provides a spiral bound easy to use guide to the latest Healthcare Common Procedure Coding System codes It helps you locate specific codes comply with coding regulations optimize reimbursement report patient data code Medicare cases master ICD 10 coding and more This professional edition features a full color design Netter s Anatomy illustrations dental codes and ASC Ambulatory Surgical Center payment and status indicators At a glance code listings and distinctive symbols identify all new revised and deleted codes for 2016 UNIQUE Full color Netter s Anatomy illustrations clarify complex anatomic information and how it affects coding The

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payers Ambulatory Surgery Center ASC payment and status indicators show which codes are payable in the Hospital Outpatient Prospective Payment System Information on coverage provides alerts when codes have special instructions are not valid or covered by Medicare or may be paid at the carrier's discretion Jurisdiction symbols show the appropriate contractor to be billed for suppliers submitting claims to Medicare contractors Part B carriers and Medicare administrative contractors submitting for DMEPOS services provided Age Sex edits identify codes for use only with patients of a specific age or sex Physician Quality Reporting System icon identifies codes that are specific to PQRs measures Spiral binding allows you to lay the book flat for convenient access in practice settings Codingupdates.com website includes quarterly updates to HCPCS codes and content and the opportunity to sign up for e-mail notifications of the newest updates UPDATED 2016 official code set ensures compliance with current HCPCS standards for fast and accurate coding 2017 HCPCS Level II Professional Edition - E-Book Carol J. Buck, 2017-01-04 UPDATED 2017 official code set ensures compliance with current HCPCS standards for fast and accurate coding NEW Additional full color illustrations provide visual orientation and enhance understanding of specific coding situations **The Next Step: Advanced Medical Coding and Auditing, 2015 Edition - E-Book** Carol J. Buck, 2015-01-01 Moving on to advanced medical coding is easy with Carol J. Buck's proven step by step method The Next Step Advanced Medical Coding and Auditing 2015 Edition helps you master coding skills for services such as medical visits diagnostic testing and interpretation treatments surgeries and anesthesia Real world patient cases give you hands on practice with advanced physician based coding Enhance your decision making skills and learn to confidently pull the right information from medical documents select the right codes determine the correct sequencing of those codes properly audit cases and prepare for the transition to ICD 10 with the help of coding author and educator Carol Buck Dual coding addresses the transition to ICD 10 by providing practice as well as coding answers for both ICD 9 and ICD 10 UNIQUE Evaluation and Management E/M audit forms developed to determine the correct E/M codes simplify the coding process and help to ensure accuracy UNIQUE Netter anatomy illustrations in each chapter help you understand anatomy and how it affects coding Realistic patient cases simulate your first year of coding by using actual medical records with personal patient details changed or removed allowing you to practice coding with advanced material From the Trenches boxes highlight the experiences of real life professional medical coders and include photographs quotes practical tips and advice Auditing cases prepare you to assign correct codes to complicated records as well as audit records for accuracy More than 180 full color illustrations depict and clarify advanced coding concepts UPDATED content includes the latest coding information available to promote accurate coding and success on the job Documentation for Rehabilitation - E-Book Lori Quinn, James Gordon, 2015-11-18 NEW Standardized Outcome Measures chapter leads to better care and patient management by helping you select the right outcome measures for use in evaluations re evaluations and discharge summaries UPDATED content is based on data from current research federal policies and APTA guidelines including

incorporation of new terminology from the Guide to Physical Therapist 3 0 and ICD 10 coding EXPANDED number of case examples covers an even broader range of clinical practice areas **Henry's Clinical Diagnosis and Management by Laboratory Methods E-Book** Richard A. McPherson, Matthew R. Pincus, 2017-04-05 Recognized as the definitive reference in laboratory medicine since 1908 Henry's Clinical Diagnosis continues to offer state of the art guidance on the scientific foundation and clinical application of today's complete range of laboratory tests Employing a multidisciplinary approach it presents the newest information available in the field including new developments in technologies and the automation platforms on which measurements are performed Provides guidance on error detection correction and prevention as well as cost effective test selection Features a full color layout illustrations and visual aids and an organization based on organ system Features the latest knowledge on cutting edge technologies of molecular diagnostics and proteomics Includes a wealth of information on the exciting subject of omics these extraordinarily complex measurements reflect important changes in the body and have the potential to predict the onset of diseases such as diabetes mellitus Coverage of today's hottest topics includes advances in transfusion medicine and organ transplantation molecular diagnostics in microbiology and infectious diseases point of care testing pharmacogenomics and the microbiome Toxicology and Therapeutic Drug Monitoring chapter discusses the necessity of testing for therapeutic drugs that are more frequently being abused by users

Biofeedback, Fourth Edition Mark S. Schwartz, Frank Andrasik, 2017-03-29 This comprehensive volume is widely regarded as the definitive practitioner resource and text resource in the field of biofeedback and applied psychophysiology Leading experts cover basic concepts assessment instrumentation clinical procedures and professional issues Chapters describe how traditional and cutting edge methods are applied in treatment of a wide range of disorders including headaches temporomandibular disorders essential hypertension pelvic floor disorders attention deficit hyperactivity disorder tinnitus and others Applications for optimizing physical performance among artists and athletes are also reviewed A wealth of information and empirical research is presented in an accessible style including helpful glossaries New to This Edition Incorporates significant technological developments and new research areas Expanded focus on specialized applications such as electroencephalographic EEG biofeedback neurofeedback and heart rate variability biofeedback Chapters on surface electromyography quantitative EEG and consumer products Chapters on cognitive behavioral therapy and relaxation training Chapters on additional clinical problems anxiety disorders asthma work related pain traumatic brain injury autism spectrum disorders and substance use disorders **Workbook for Health Insurance Today - E-Book** Janet I. Beik, 2015-01-01 Corresponding to the chapters in Health Insurance Today 5th Edition this workbook gives you practice with the skills you will need to succeed as a health insurance professional Practical assignments reinforce the information in the text and engaging learning activities and exercises challenge you to apply your knowledge to real world situations Performance objectives include hands on application based learning activities with practice in areas such as completing claim forms posting

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Insurance Handbook for the Medical Office Marilyn Fordney, 2015-11-26 Stay up on the latest in insurance billing and coding with Marilyn Fordney's Insurance Handbook for the Medical Office 14th Edition Trusted for more than 30 years this market leading handbook equips you to succeed as medical insurance specialist in any of today's outpatient settings Coverage emphasizes the role of the medical insurance specialist in areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies As with previous editions all the plans that are most commonly encountered in clinics and physicians offices are incorporated into the text as well as icons for different types of payers lists of key abbreviations and numerous practice exercises that assist you in accurately filling out claim forms This new edition also features expanded coverage of ICD 10 electronic medical records electronic claims submission and the HIPAA 5010 keeping you one step ahead of the latest practices and protocols of the profession Key terms are defined and emphasized throughout the text to reinforce understanding of new concepts and terminology Separate chapter on HIPAA Compliance in Insurance Billing as well as Compliance Alerts throughout the text highlights important HIPAA compliance issues to ensure readers are compliant with the latest regulations Emphasis on the business of running a medical office and the importance of the medical insurance specialist details the importance of the medical insurance specialist in the business of the medical office Increased focus on electronic filing claims submission prepares readers for the industry wide transition to electronic claims submission Separate chapter on documentation in the medical office covers the principles of medical documentation and the rationales for it Service to Patient features in most chapters offer examples of good customer service User resources on the Evolve companion website feature performance checklists self assessment quizzes the Student Software Challenge with cases on different payer types and an interactive CMS 1500 02 12 form to fill in NEW Expanded coverage of ICD 10 prepares users to code ICD 10 with the planned effective date of October 2015 NEW

Added information on the electronic medical record and electronic claims submission including information on the HIPAA 5010 equips users for the transition between paper and electronic methods of medical records and links the CMS 1500 02 12 form to the electronic submissions process NEW SimChart for the Medical Office SCMO application activities on the companion Evolve website adds additional functionality to the insurance module on the SCMO roadmap

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