

Bradley Cook

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Skills and Qualifications:

- Experience in medical coding, medical billing, quality assurance auditing, revenue-cycle management, health information management, and patient care
- Proficient in Microsoft Office, 3M Coding Solutions, American Medical Systems, Kareo Solutions, and SAP
- Strong communication skills and highly motivated

Education:

Bachelor of Business Administration

Southern Arkansas University, Magnolia, Arkansas

Major: Accounting, Anticipated Graduation Date: May 2021

Associate of Arts, August 2019

Certification in Medical Coding, August 2010

South Arkansas Community College, El Dorado, Arkansas

Major: General Education, Health Sciences

Certificate in Vocational Nursing, August 2005

Texarkana College, Texarkana, Texas

Professional Experience:

Advanced Practice Clinic, Camden, Arkansas

Office Manager, August 2014 - July 2016

- Coded, billed, and submitted patient records to insurance payors
- Coordinated and maintained contracts for physicians' services for inclusion in payor networks
- Audited medical records for quality assurance of state health compliance standards
- Performed general managerial duties – clinic finances, supply orders, scheduling, and computer systems maintenance

Ouachita County Medical Center, Camden, Arkansas

Outpatient Medical Coder, September 2010 - July 2014

- Abstracted outpatient records using ICD-9, ICD-10, and CPT
- Coordinated with billing office to ensure efficient inflow of revenue from payors
- Coordinated with various internal and external health care professionals, provider office personnel, and insurance providers

Vamana Inc., Texarkana, Arkansas

Dialysis Nurse/Quality Assurance Director, October 2006 - August 2010

- Coordinated patient dialysis treatments
- Audited patient records for compliance with state health regulations
- Assigned diagnosis codes to patient records sent to billing department