



ANDRES, SHELBY

Andres_shelby@yahoo.com ♦ N1146 Redwing Dr., Greenville, WI 54942 ♦ 920-530-1343

OBJECTIVES

Detail oriented individual looking for a position where I can apply my knowledge from years in the billing department and within the cancer center to help the organization succeed.

EDUCATION

Southern New Hampshire University
02/2023 Bachelors in Healthcare Administration

- ♦ NSLS Honor Society
- ♦ Presidents & Deans list every semester
- ♦ 3.88 GPA

- Fox Valley Technical College
- ♦ 12/2016 Associates in Health Information Technology & Medical Coding
 - ♦ Phi Theta Kappa Honor Society
 - ♦ Dean's list every semester
 - ♦ 3.78 GPA

- Wrightstown High School
- ♦ 06/2021 High School Diploma
 - ♦ National Honor Society
 - ♦ FBLA: Future Business Leaders of America
 - ♦ 3.8 GPA

EXPERIENCE

Ascension ♦ 1506 S. Oneida St, Appleton, WI
Oncology Patient Financial Advocate 06/2019 – Present

Determines and verifies insurance coverage and coordination of benefits from all sources for assigned area. Ensures proper, adequate, and timely billing to ensure prompt payment.

ThedaCare ♦ 100 W. College Ave, Appleton, WI
AR Specialist I 02/2019 – 06/2019

Submitted bills to the appropriate party and followed-up for adjudication and payment of claims. Communicated with payers, patients, and other medical staff regarding the status of claims to manage the accounts receivable.

Affinity Health/R1 RCM ♦ 222 W. College Ave, Appleton, WI
Claims Resolution Representative 04/2016 – 02/2019
Performed duties such as follow-up of outstanding claims, research denials,
submit appeals, work claims correspondence.

SKILLS

- ♦ Problem-Solving
- ♦ Time Management
- ♦ Computer Skills
- ♦ Interpersonal Skills
 - ♦ Organization
 - ♦ Adaptability