

BRANDI FOLSE

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CAREER SUMMARY

I currently have two Associate Degrees in Office Technology & Medical Billing and Coding with 12 plus years' experience working in the medical field. I am now looking to make a change in my career. I would love to be able to help others who are going through difficult times and looking to better their life. My hopes are that I am able to work in the recovery field. I am starting my third term at SNHU Online for my BA in Human Services with a concentration in Substance Abuse. After completing my Bachelor's degree, I will be starting on my Masters to be a Substance Abuse Counselor.

KEY SKILLS

- Microsoft Office
- Microsoft Outlook
- Customer Service

WORK EXPERIENCE

Personal Care Attendant 04.2024 – Present

St. Joseph Manor, Thibodaux, LA

- Assist residents with ambulation when needed (to wherever they may need to go at the Manor)
- Assists residents with taking showers and/or changing at night
- Serving residents their meals
- Assist residents with anything they may need help with

Team Supervisor / Shift Lead 05.2023 – 10.2023

Barista 01.2023 – 04.2023

CCs Coffee, Baton Rouge, LA

- Performed Opening / Closing Duties
- Count Safe & Tills to account for all money
- Enter Deposits into Compeat / Scan in all corresponding documents and attach to that date
- Training New Employees
- Order Truck (Food / Supplies)
- Work Bar to make espresso drinks / Bake Pastries according to Par Levels

Medical Coder / Biller 06.2021 - 05.2022

The Headache & Pain Center Gray, LA

- Coded / Billed out all services for The Headache & Pain Center, Advanced Anesthesia Services, Day Surgery, Inc. & One Day Surgery
- Billed out Professional (HCFA 1500) and Facility (UB 1450) Charges
- Reviewed all superbills for completion and coded with the correct diagnosis and procedures
- Entered all charges in system for all four clinics
- Printed Batch reports and reviewed them alongside superbills to make sure everything was entered correctly
- Corrected any errors and transmitted all charges at the end of the day

Work Comp Coordinator 06.2017 - 06.2021

Insurance Lead Pre-Cert Department

Ortho-La Thibodaux, LA

- Handled all new incoming work comp patients
- Entered patients in the system after obtaining patient demographics and work comp information
- Complete 1010 requests for follow-up visits, MRI/CTs, HA Injections, O.T. / P.T, Referrals and DME
- Complete 1009s (appeals) when necessary
- Scheduled appointments (all types)
- Entered authorizations in the system
- Worked up benefits and authorizations for OT, PT, DME, Surgery and HA Injections
- Helped Insurance Department with any questions/issues regarding insurance policies, collect amounts, authorizations and patient issues
- Spoke with patients when necessary to resolve any issues

Billing Specialist III 9.2014 – 5.2017

Southeast Neuroscience Center Gray, LA

- Determined prior authorizations for outpatient procedures and diagnostic testing.
- Researched CPT and ICD-10 coding discrepancies for compliance and reimbursement accuracy.
- Resourcefully used various coding books, procedure manuals and on-line encoders.
- Submitted electronic/paper claims documentation for timely filing.
- Accurately posted and adjusted payments from insurance companies.
- Identified and resolved patient billing and payment issues.
- Examined patients' insurance coverage, deductibles, possible insurance carrier payments and remaining balances not covered under their policies when applicable

Medical Biller 2.2014 – 7.2014

Beacon Hill Staffing/Complete Health Diagnostics Alpharetta, GA

- Accurately posted Insurance/Patient Payments and Insurance Denials.
- Assisted in the maintenance of medical charts and/or electronic medical record
- Professionally and courteously verified appointment times with patients

Patient Account Manager 5.2011 – 10.2013

Ciscura Infusion Services Alpharetta, GA

- Precisely completed appropriate claims paperwork, documentation and system entry.
- Assisted in the maintenance of medical charts and/or electronic medical record.
- Verified patients' eligibility and claims status with Insurance Companies

EDUCATION

- **Associate of Science: Medical Billing & Coding** April 2010
Fortis College - Online - Centerville, OH -
Graduated top 1% of class with 4.0 GPA
- **Associate of Applied Science: Office Systems Technology** May 2004
Louisiana Technical College -Thibodaux, LA