

Amy Bouthdachanh
6361 Sprinkle Drive • Jacksonville, FL
(904)753-9405 / bouthdachanh@gmail.com

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

Carol J. Buck



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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 payments to a patient's ledger filling out Release to Return to Work forms and filling

out Medicare appeals Critical thinking activities strengthen your ability to apply health insurance concepts to a variety of challenging situations Defining Chapter Terms activities help you review and understand key terms in each chapter Chapter assessments test your knowledge of text content with multiple choice true false short answer fill in the blank and matching questions Problem solving collaborative group activities emphasize the importance of teamwork in the health care field Case studies ask you to solve a real world problem related to health insurance such as completing a CMS 1500 claim form or explaining how HIPAA could affect someone recently out of work Application exercises ask you to apply your knowledge and skills to real world situations In class projects and discussion topics enhance your understanding of specific content from the text Internet Exploration exercises in each chapter help you learn how to perform research online NEW Key coverage of new topics includes Medicare Electronic Health Records and Version 5010 UPDATED Additional ICD 10 coding content prepares you for the upcoming switch to the new coding system in October 2015 NEW Content on Patient Protection and Affordable Care Act ensures you stay current on these significant healthcare system changes *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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