

Jisoo Barnett

📞 (630) 555-0123 ✉️ jisoo.barnett@email.com

🌐 [linkedin.com/in/jisoo Barnett](https://www.linkedin.com/in/jisoo Barnett) 📍 123 Maple St, Naperville, IL 60540

SUMMARY

Compassionate and detail-oriented medical billing professional with over five years in customer service roles. Strengthened team dynamics and patient experiences by ensuring each concern is addressed effectively. Leveraged strong bilingual communication skills to assist patients, insurance companies, and internal teams in resolving complex billing inquiries. Proficient in explaining intricate billing processes clearly and professionally, while simultaneously managing multiple tasks efficiently. Seeking to enhance healthcare services further at HealthCare Solutions Inc. through dedicated support and a genuine commitment to patient care.

EXPERIENCE

Billing Support Specialist

January 2023 - Present

Health First Medical Group

Aurora, IL

Focused on providing comprehensive support for billing issues, facilitating clear communication between patients and insurance providers. Handled inbound and outbound calls efficiently, responding to a wide variety of billing inquiries and helping streamline complicated processes.

- Assisted patients in understanding complex billing inquiries, contributing to enhanced client trust.
- Managed a high volume of calls daily addressing medical claims-related questions.
- Collaborated closely with cross-functional teams to improve overall billing processes.
- Documented all interactions diligently to ensure compliance with HIPAA guidelines.

Customer Service Representative

June 2021 - December 2022

Carewell Solutions

Bolingbrook, IL

Responsible for guiding patients through their billing queries and actively promoting understanding of insurance policies. Developed problem-solving strategies to address recurring issues identified through various interactions.

- Enhanced patient satisfaction by aiding in clarity regarding their medical bills.
- Tracked and reported ongoing billing challenges to optimize operations.
- Adhered strictly to HIPAA regulations during all customer engagements.
- Educated patients on insurance claim processes to prevent confusion.

Medical Billing Intern

September 2019 - May 2021

City Health Clinic

Oak Brook, IL

Supported billing operations by processing payments and aiding in the submission of claims. Developed familiarity with coding errors and the way they can affect billing accuracy and patient accounts.

- Processed payments smoothly, contributing to improved cash flow management.
- Resolved coding issues impacting billing timelines, enhancing efficiency.
- Actively engaged with patients, providing a reassuring presence during inquiries.
- Worked closely with staff to understand systems and streamline administrative tasks.

LEADERSHIP & AWARDS

- Employee of the Month - Health First Medical Group, August 2025
- Best Customer Service Award - Carewell Solutions, June 2022

EDUCATION

Bachelor's Degree in Health Administration

2019

University of Illinois GPA: 3.6

Champaign, IL

Coursework: Health Care Systems, Health Policy Analysis, Financial Management, Patient Care Ethics

CERTIFICATIONS

- Certified Medical Billing Specialist (CMBS) 📅 2020
- HIPAA Compliance Certification 📅 2021

TECHNICAL SKILLS

- **Billing Software:** Medisoft, AdvancedMD, Kareo
- **Communication Tools:** Microsoft Teams, Zoom, Slack

- **Data Management:** Excel, Access, Google Sheets
- **Healthcare Regulations:** CMS Guidelines, HIPAA Standards, ACA Requirements
- **Medical Coding:** ICD-10, CPT, HCPCS
- **Insurance Verification Tools:** AVS, Zirmed, TriZetto
- **EHR Systems:** Epic, Cerner, eClinicalWorks
- **Customer Relationship Management:** Salesforce, Goldmine, Zoho
- **Financial Reporting Tools:** QuickBooks, Sage, FreshBooks
- **Training Platforms:** Skillshare, Udemy, LinkedIn Learning

SKILLS

- Medical Billing
- Customer Service
- Bilingual (English/Spanish)
- Problem Solving
- HIPAA Compliance
- Insurance Claims
- Data Entry
- Call Center Management
- Patient Assistance
- Conflict Resolution
- Billing Inquiry Management
- Payment Processing
- Coding Review
- Communication Skills
- Workflow Optimization
- Multi-tasking

PROFESSIONAL AFFILIATIONS

- Member, American Association of Healthcare Administrators
- Volunteer, Community Health Programs

LANGUAGES

- English (Native)
- Spanish (Native)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST