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| Jane Doe | | |
| Summary  Detail-oriented and motivated recent graduate with a strong foundation in medical billing practices. Eager to leverage skills in a dynamic healthcare environment to ensure accurate and timely billing processes.  Work Experience  **Medical Billing Intern Jun 2022 – Aug 2022**  HealthCare Solutions Springfield, IL   * Assisted in processing insurance claims, resulting in a 15% reduction in claim denials. * Performed data entry of patient information and billing codes with 98% accuracy.   **Customer Service Representative Jan 2021 – May 2022**  ABC Medical Supplies Springfield, IL   * Provided support for billing inquiries, improving customer satisfaction ratings by 20%. * Maintained patient records and assisted in the insurance verification process.   Education Associate Degree: Health Information Technology Jan 2022 *Springfield Community College**Springfield, IL* | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Medical Billing  Coding Knowledge  Insurance Verification  Data Entry  Customer Service  Attention to Detail  Time Management  Problem Solving  HIPAA Compliance  Team Collaboration |