

# Nancy Jones

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Morganville, PA 18435

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- EDUCATION**      **Luzerne County Community College**  
Nanticoke, Pennsylvania  
A.A.S. degree **Medical Reimbursement and Coding Specialist**  
(expected graduation month, year)  
GPA 3.8
- AWARDS**            Dean's List, (semester, year)
- CERTIFICATIONS** CPR/AED/First Aid Certification
- SKILLS**            ICD-CM 10<sup>th</sup> Revision, CPT-4  
Proficient in Windows 7 and Microsoft Office (year)  
Type 60 wpm  
Fluent in English and Spanish
- EXPERIENCE**      **Apria Healthcare**, Wilkes-Barre, PA  
(Semester, year)    *10-Week Internship Experience*
- Maintained existing files of patient account profile information and referral source data.
  - Verified patient file information for accuracy and completeness.
  - Ensured medical necessity documentation included in patient files when required.
  - Faxed patient information to referral sources to assist with the timely processing of paperwork.
- Summers (year-year) **Secretary (Part-Time)**  
**St. Paul's Church**, Hazelton, Pennsylvania
- Answered incoming calls.
  - Typed weekly church bulletin.
- VOLUNTEER EXPERIENCE**      Luzerne County Community Reading Day, (year)  
Wilkes-Barre United Way Campaign, (year)
- REFERENCES**      Available upon request