
LATREARA SUTTON

Greenbelt, MD 20770 • 202-553-9734 • latrearasutton@gmail.com

PROFESSIONAL PROFILE

Skilled professional with more than 21 years of experience in relations with improving operational leadership and financial responsibilities specializing in revenue cycle, disbursements, data analysis, and information technology systems. Highly skilled in contractual agreements, auditing, and multi-service line operations with a focus on enhancing performance. Knowledge of LAN-WAN configurations, routers & switches, internet firewalls and wireless technology. Competent in multiple computer systems including software, databases and operations systems, troubleshooting skills knowledge obtained from attending college level courses. Basic hardware & software troubleshooting skills. Possess above average organizational skills, excellent communications skills, and can demonstrate problem solving skills

COMPUTER SKILLS/SOFTWARE

Microsoft Office, Outlook Patient Keeper, Invision, IDX, All Scripts, Medconnect Electronic Medical Record, Hyperspace, Peoplesoft, Sol, Meditech, Emdeon, R1, Talent Manager, Adobe Acrobat Pro DC, Power Point, Virus definitions, File Transfers, Access Systems and Ports, Applications and Products in Data Processing (SAP), Virus definitions.

EDUCATION/CERTIFICATIONS

Comp Tia
Security +

Prince George's Community College Largo, MD
Currently pursuing A.S Degree Information Systems

Prince George's Community College Largo, MD
Medical Billing/ Licensed CNA

American Red Cross
BLS/CPR

Duval High School, Lanham, MD
Diploma

WORK HISTORY

MedStar Washington Hospital Center (Orthopedic Surgery)
Medical Billing Coordinator

Washington, DC
2009 - Current

- Implement training and maintain all billing functions. Develop and/or changes billing procedures in response to legislation and/or changes mandated by payers. Track volumes, referrals, accounts receivable, and overall practice/department performance regarding billing

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- Direct/Train staff in teamwork collaboration with Finance Information Technology on various computer application programs: software upgrades, new implementations, and cashier Management systems
- Collaborate with Managed care teams to negotiate the highest percentage contract rates (single case and global agreements) with out of network state insurance payers for maximum reimbursement
- Analyzed and monitored monthly charge and collection reports-restructuring charge capture and reconciliation processes, debt collections of delinquent accounts and cost reimbursement report analysis
- Supervise daily patient charges for coding accuracy/maximization of revenue. Reviews coding and error resolution. Research and follow-up on incorrect coding and/or patient information
- Update patient accounts with appropriate insurance codes
- Key physician charge information into the online entry program and produces billing.
- Monitor payment policies and maintain fee schedules
- Supervise and resolves patient billing complaints
- Schedules appointments for patients including coordinating appointments with other medical offices and for tests, including pre-admissions testing
- Enter medical billing/coding into billing system for multiple Surgeons, Nurse Practitioner, and Physician Assistants in the Orthopedic practice. Review codes to ensure proper billing
- Assist with surgical billing/schedule surgical procedures with multiple Surgeons (Orthopedic, Plastics, Podiatry)

**Medstar Washington Hospital Center
Medical Office Asst III /Medical Biller**

**Washington, DC
2009-2013**

- Determine medical insurance coverage: identify patients with delinquent accounts; confirm appointments
- Schedule appointments for patients including coordinating appointments with other medical offices and for tests, including pre-admissions testing
- Collect patient demographics, obtain documents, verify patient demographics, financial insurance information using a computerized scheduling system, and backup the front desk
- Collect payment due at time of appointment, prepared receipts for all monies collected
- Contact various insurance companies for authorizations intended for advanced medical procedures
- Provide patients with alternative medical resources, verify worker's comp information, and referrals
- Enter medical billing/coding into billing system for four Orthopedic Surgeons, one Nurse Practitioner, and two Physician Assistants in the orthopedics practice. Review codes to ensure proper billing
- Establish and maintains a variety of financial files, records, logs, charts, retrieves files, records, charts, and the information therein as necessary including personnel information/time sheets
- Assist with surgical billing/scheduled surgical procedures with multiple Orthopedic Surgeons

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MedStar Urgent Care
Patient Services Coordinator

Hyattsville, MD
2019-Current

- Collect patient demographics, obtained documents, verified patient demographics, financial insurance information using a computerized scheduling system
- Obtain applicable insurance printouts to determine eligibility level for existing insurance coverage.
- Update patient accounts with appropriate insurance codes
- Closely monitors patient flow, wait times and patient comfort levels in the reception area.
- Schedule appointments within various departments
- Train new patient services coordinators