

# MEREDITH STIFF

122 Short Track Dr, New Market, AL 35761 · 256-468-5737

[dixon.mere.83@gmail.com](mailto:dixon.mere.83@gmail.com)

Organized, attentive administrative assistant with a history of keeping cool under high-pressure situations where multiple priorities are being managed simultaneously.

## EXPERIENCE

**JUNE 2022 – PRESENT**

**OFFICE MANAGER, ED CRACKEL, ATTORNEY AT LAW**

Provide customer service to clients via telephone, text messages, and emails. Timely and accurately respond to inquiries from clients, attorneys, state departments, and Madison County Court system. Research case law and review discovery materials for cases. Prepare and organize necessary documents for attorney/client meetings. Manage calendar prioritizing court hearings above other scheduled meetings. Compile monthly reports in legal software and Excel for attorney review. Maintain attorney/client privilege.

**JUNE 2018 – MAY 2022**

**CERTIFIED PROFESSIONAL CODER, THE EYE CENTER**

Code to appropriate E/M level, CPT/HCPCS codes: office visits, inpatient hospital encounters, in office and outpatient surgeries based on physician dictation. Assign appropriate diagnosis codes to billed charges based on physician dictation using current guidelines. Process daily charges to insurance thru clearing house. Correct and reprocess denied/rejected claims. Maintain insurance and patient aging for six physicians. Timely and accurately respond to patient, insurance, and physician inquiries. Post and daily patient and insurance payments.

**AUGUST 2014 – JUNE 2018**

**CERTIFIED PROFESSIONAL CODER, CLEARVIEW CANCER INSTITUTE**

Code to appropriate E/M level, CPT/HCPCS codes: office visits and inpatient hospital encounters. Assign appropriate diagnosis codes to billed charges based on dictation, pathology, and radiology reports using current guidelines. Bill treatment and lab charges based on insurance guidelines. Perform internal audits on billed charges. Process daily charges to insurance thru clearing house. Correct and reprocess denied/rejected claims. Obtain prior authorizations for chemotherapy treatments. Maintain managed care referrals for multiple insurances. Verify insurance benefits and eligibility.

## EDUCATION

CURRENTLY 71% COMPLETE WITH A 3.8 GPA

**A.S.A. IN DESIGN DRAFTING-ENGINEERING**, CALHOUN COMMUNITY COLLEGE

Projected to graduate 2024

## SKILLS

- Proficient with Microsoft Word, Excel, and Outlook.
- Proficient with Quickbooks, A/P, A/R, payroll, and account reconciliation.
- Experience with Microsoft Powerpoint.
- Experience with medical and legal software programs.
- Ability to work without direct supervision and multitask while staying organized.
- Eagerness to learn and desire to perfect processes.

## REFERENCES AVAILABLE UPON REQUEST