

Gabriela Nunez

Medical Biller

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SKILLS

Medical Billing	CPT
ICD-10	HIPAA
Confidentiality	
Medicare	Excel
Microsoft Office	
Attention to Detail	
Customer Service	

EDUCATION

Associate of Applied Science

05/2021
San Antonio College
San Antonio, TX
Health Information Technology

CERTIFICATES

Certified Professional Biller (CPB)

AAPC
08/2022

SUMMARY

Medical Biller with 5 years of medical billing for physician practices, submitting clean claims and working denials across Medicare, Medicaid and commercial payers. Checks CPT and ICD-10 data on 1,200+ claims a month, protects confidentiality under HIPAA and builds aging reports in Excel and Microsoft Office. Handles patient calls with clear customer service.

EXPERIENCE

Medical Biller 02/2023 - Present
Alamo Heights Pediatric Associates San Antonio, TX
Billing office for an 11-provider pediatric group seeing 180 patients a day.

- Process **1,200+** professional claims a month through the clearinghouse, holding a 97% clean claim rate.
- Review CPT, ICD-10 and modifier combinations before release, cutting coding rejections by 40% in a year.
- Resolve denials and underpayments by payer, recovering \$210K in 2025 through corrected claims and appeals.
- Handle 30 patient billing calls a day, keeping escalations to the office manager under 2 a month.

Medical Billing Clerk 06/2021 - 01/2023
Mission Trail Family Clinic San Antonio, TX
Billing desk for a 4-provider family medicine clinic.

- Posted ERA and paper EOB payments daily and balanced deposits to the bank statement each afternoon.
- Entered charges from superbills into the practice system within 24 hours of each visit.
- Followed up on unpaid claims older than 45 days, lowering A/R over 90 days from 22% to 13%.
- Verified Medicaid and CHIP eligibility for 35 next-day appointments and flagged lapsed coverage to the front desk.