

# DEBRA NELSON

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## PROFESSIONAL PROFILE

Well-rounded professional backed by **accounts payable, accounts receivable, collections, and bookkeeping experience.** Able to provide timely and accurate data to ensure reimbursement for patient services. Communicate effectively with clients, internal staff, providers, and insurance payers to support the billing process.

- Accustomed to handling sensitive and confidential information.
- Customer service skills necessary to communicate effectively with patients and healthcare providers.
- Highly organized, proactive, and capable of managing multiple tasks in a fast-paced setting.
- Strong time management skills with ability to establish priorities to meet deadlines.
- Pay close attention to detail to ensure accuracy.
- Critical thinking skills necessary to interpret and apply information and resolve problems.
- Communication Platforms – Zoom, Google Meet, and MS Teams.
- Microsoft Office Applications – Word, Excel, Outlook, and PowerPoint | Type 40 WPM.

## KEY QUALIFICATIONS

Medical Billing ▪ Accounts Receivable ▪ Collections ▪ Co-Pay ▪ Deductibles ▪ Co-Insurance ▪ EOBs  
Revenue Cycle Management ▪ Posting Payments ▪ Government (Medicare & Medicaid) ▪ Third Party Payers  
Electronic Health Records (EHR) ▪ Electronic Medical Records (EMR)  
Managed Care (HMO ▪ PPO ▪ POS) ▪ Workers Compensation ▪ Insurance Verification ▪ Insurance Claim Processing  
CMS 1500 ▪ CMS 1450 (UB-04) ▪ Front Office Operations ▪ Medical Office Procedures ▪ Scheduling ▪ Medical Terminology  
Anatomy & Physiology ▪ HIPAA Compliance ▪ Medical Coding (ICD-10-CM ▪ HCPCS ▪ CPT)

## EDUCATION

**Ultimate Medical Academy | Associate of Science Degree – Medical Billing and Coding, 2025**  
Ultimate Medical Academy | HIPAA Essentials for Healthcare Professionals Certificate

Introduced to the following concepts:

- Medical terminology, medical billing and coding, claims processing, medical office procedures, insurance verification, accounts receivable, collections, co-pays, and deductibles.
- Electronic health records systems and healthcare claims preparation and submission processes.
- Coding for diseases, surgeries, and medical procedures using ICD-10, CPT, and HCPCS coding systems.
- Organizing, analyzing, and examining health insurance claims for reimbursement and resubmitting rejected claims.
- HIPAA rules and regulations related to patient information privacy and security.

**Penn Foster – Chandler, AZ | Certificate – Bookkeeping**

## PROFESSIONAL EXPERIENCE

Edwards Enterprises – Corinth, MS

03/2019 – Present

### Full Charge Bookkeeper / Administrative Support

- Maintain and manage day-to-day bookkeeping tasks, handle incoming and outgoing telephone calls, schedule appointments, and maintain files.
- Manage general administrative activities to ensure efficient day-to-day operations of the office.
- Enter and update demographic information and reconcile bank statements and other financial accounts.
- Handle accounts payable, accounts receivable, billing, collections, payment processing, and journal entries.
- Process invoices, track payments, and follow up on outstanding receivables.
- Prepare monthly financial reports and maintain accurate and organized financial records for audit and tax purposes.
- Ensure strict adherence to confidentiality policies and procedures and consistently meet deadlines.

Debra Nelson, Cont.

Godwin & Associates | Accountants – Savannah, TN

09/2019 – 03/2020

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**Bookkeeper**

- Managed bank and credit card reconciliations and ran financial reports.
- Processed accounts payable and accounts receivable with high attention to detail and handled collections.
- Worked effectively to meet deadlines and maintained the security and confidentiality of private information.

Maryanov Madsen Gordon & Campbell | Certified Public Accountants – Palm Springs, CA

05/2017 – 08/2019

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**Full Charge Bookkeeper**

- Oversaw the accurate and timely completion of accounting tasks, such as bookkeeping, account reconciliations, and financial statement preparation.
- Reviewed financial data to ensure accuracy and compliance with accounting standards.
- Processed payroll, handled payroll taxes, managed accounts receivable, accounts payable, and collections, and prepared and submitted sales taxes.
- Prioritized and managed workload to meet deadlines and safeguarded private and confidential information.

Fox Properties – Palm Springs, CA | **Renovation Manager / Bookkeeper / Office Manager**

08/2015 – 01/2018