

Nicole Stanek

Elizabeth City, NC 27909

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Professional Summary

Medical Billing and Coding Specialist.

Highly motivated, organized and dependable with all work getting done in a timely fashion. Experience in customer service, account management, administration and office management, account receivables and scheduling.

Authorized to work in the US for any employer

Work Experience

Medical Billing and Coding Specialist

APMA-Elizabeth City, NC

April 2025 to Present

Administrative work, entering super bills, insurance verification, posting payments, claims, patient accounts, payment collections, accounts receivable.

Licensed Massage Therapist

SWINM-Boonville, IN

April 2024 to Present

Open/close business, schedule clients, take payments, massage clients, clean office area, sell retail items.

Licensed Massage Therapist/Office Manager and Biller

Integrated Physical Medicine-Evansville, IN

November 2023 to April 2024

Open/close office, answer phones, data entry, medical billing, customer service, collect payments, send billing statements, schedule patients, massage patients, chiropractic assisting, patient intake, SOAP notes, office paperwork, clean office, insurance verification, transfer patients from room to room based on what was scheduled in office, go over insurance information with patients, sending overdue accounts to collections, set meetings for doctors, work with chiropractors on patient issues to come up with treatment plans, faxing/filing office paperwork, administrative work, order office supplies, train new employees.

Licensed Massage Therapist

Restoration Chiropractic.-Evansville, IN

October 2021 to October 2023

Work on clients, clean the office, assist with paperwork as needed, schedule clients as needed, answer phones as needed, public outings with on sight massage.

Sales Associate

Express-Evansville, IN

January 2021 to June 2021

Open and close store, organize and put away shipment, answer phones, handle money, train employees, change displays and floor designs, help customers, do closing paperwork. Store closed.

Family Care Coordinator

Harwood Career Prep Academy-Evansville, IN

January 2021 to March 2021

In school work to engage families and students throughout the school year with staff. Attendance, answer phones, coordinate any activities within or outside of the school.

Flooring Supervisor

F&P Construction-Evansville, IN

January 2019 to January 2021

Answer phones, schedule installs, inventory, customer service and installer assistance, store assistance, payroll, job instruction creations, office paperwork/filing, organize installs for all crews and stores, delivery organization.

Manager in Training (MIT)

Journeys kidz-Evansville, IN

May 2013 to December 2020

Open/close store, scheduling, payroll, training and hiring employees, assist customers, handle money, shipment and inventory audits, floor display changes, clean store, store paperwork.

Education

College Certificate in Medical Billing and Coding

Tidewater Community College - Virginia Beach, VA

July 2024 to February 2025

- Medical billing and coding
- CMS 1500/ UB-04
- Insurance
- Medical Revenue Cycle
- Accounts receivable
- Balance Billing

College Certificate in Massage Therapy

Ivy Tech Community College - Evansville, IN

May 2016 to May 2021

Skills

- Google Docs
- Cash handling
- Recruiting
- Insurance verification (1 year)
- Workday
- Front desk
- Computer skills (5 years)
- Office management
- Sales management

- Communication skills
- Medical terminology
- Administrative experience
- Anatomy knowledge
- Relationship management
- HIPAA (3 years)
- Time Management
- Human resources
- Cash register
- Windows
- Deep tissue massage
- Anatomy Knowledge
- Customer service
- Appointment scheduling (3 years)
- Analysis skills
- Typing
- Medical Terminology
- Customer relationship management
- Sales
- Physiology knowledge
- Trigger Point Therapy
- Payroll
- Clerical experience
- Physiology Knowledge

Certifications and Licenses

Medical Billing and Coding Specialist

February 2025 to February 2027

Certified medical billing and coding specialist.

Massage Therapy License

September 2021 to October 2025

License to practice massage therapy in the State of Indiana