

Marie Walters

Warren, Michigan 313-550-6445 Mariewalters779@gmail.com

EDUCATION

2021-2022 Ross Medical Education

- Medical Insurance Billing Office Administration

2024-2025 Ross Medical Education

- Associate of Applied Science in Medical Billing Administrative Specialist

Skills

- Adult, Child and Infant- CPR
- Other administrative duties required of Medical Billing and Administrative professionals
- Patient check-in and check-out procedures
- Electronic Health Records and Medical Practice Management Software

Work History

- Gammons Medical (2022) Warren, Michigan

Overview

Highly organized and result-driven medical administrative professional. Adapting to fast-paced clinical and hospital settings. Expertise includes patient scheduling, medical billing and coding, insurance claim management, electronic medical records (EMR), and regulatory compliance. Known for streamlining office workflows, enhancing patient experiences, and providing seamless support to medical staff. Strong communicator with a proactive approach to problem-solving and a proven track record of maintaining efficiency and accuracy in all administrative functions.