

ERICA SMITH

CERTIFIED MEDICAL BILLING & CODING PROFESSIONAL •
AAPC-CERTIFIED INSTRUCTOR

CONTACT

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PROFILE SUMMARY

Experienced healthcare revenue cycle specialist and AAPC-certified instructor with strong skills in medical billing, coding, denial management, and provider enrollment. I bring hands-on RCM expertise and a passion for teaching to help students understand real-world billing processes, build confidence, and prepare for successful careers in healthcare administration.

EDUCATION

- 2021 – 2023
IMBC
 - Associate's Degree in Specialized Technology – Medical Records
- 2023 – 2024
AAPC
 - Certified Professional Biller
 - AAPC CPB Approved Instructor

WORK EXPERIENCE

Billing, Coding & Provider Enrollment 2023– PRESENT
ELS Medical Billing Group, LLC

- Managed full medical billing, coding, and RCM processes with a 98%+ clean claim rate.
- Completed provider enrollment for Medicare, Medicaid, and commercial payers.
- Handled claims submission, ERA posting, and denial resolution to improve cash flow.
- Trained new billers/coders and created simple instructional materials.

SKILLS

- Medical Billing & Coding
- Revenue Cycle Management
- Provider Enrollment
- Denial Management
- Instruction & Training
- Clean Claim Optimization
- Critical Thinking

OWCP Billing Specialist 2019– Present
ChiMedical Management Group

- Researched OWCP regulations, fee schedules, and claim trends to ensure accurate billing, proper documentation, and compliance with DOL requirements.
- Prepared and submitted OWCP claims with full supporting documentation, ensuring accuracy and consistency across CA-1/CA-2 forms, treatment notes, and billing workflows.

ELS Medical Billing Group 2024 – Present
AAPC Approved Instructor

LANGUAGES

- English: Fluent

- Developed and delivered structured lessons, course materials, and real-world billing exercises to improve student understanding and performance.
- Created clear instructional guides and resources that increased student engagement and supported stronger learning outcomes.
- Collaborated with learners and administrative staff to ensure smooth course operations, provide support, and maintain a positive learning environment.