

Leticia Socarras

20622 Old Cutler Road
Cutler Bay, FL 33189
(786) 290-3923
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PROFILE

Bilingual HHA. Responsible, friendly and diligent Managed Care(Care Coordinator), Insurance Verification, Cash Handling, Cashier, Customer Service & Collections, patient scheduling, referral /authorization processing. Seeking to obtain a position where I can use my skills and knowledge to best serve an organization and my patients. Clean drive record and experience. Manual transmission and automatic driving knowledge. Availability upon request.

EDUCATION

- HHA Certified
- Associates in Science – Medical Assistant
- Certified Tax Preparer, Accounts Payable, Petty Cash Handling, Collections.
- MIBC (Billing Coder)

SKILLS

- Bilingual in English and Spanish
- Customer Service
- Computer Skills (Word, Excel, Outlook, Quickboooks, Intergy, EHR, Epic, MDI, Carecloud)

EXPERIENCE

04/2015-03/2022	CHI MANAGED CARE	Miami, FL
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- Assistance in medical field.
- Management of all patient's medical files and insurances(insurance verification).
- Organize all patients' appointments for medical specialties.
- Maintain and provide all patient's medical files and records.

ARSICARE

07/2013-03/2018 (Part-Time)	Miami, FL
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- HHA
- CMA
- Patient immediate assistance in their homes.