

# TAMISHA BEST

## BUSINESS OFFICE MANAGER

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📍 DALLAS



## EXPERIENCE

### BUSINESS OFFICE MANAGER

#### AUTUMN BREEZE HEALTHCARE CENTER

📅 06/2020 - Present 📍 MARIETTA

ASSISTS WITH MEDICAID PENDING APPLICATIONS, AND WORKS WITH RESIDENT, FAMILY AND APPLICABLE OUTSIDE AGENCIES TO FINALIZE FACILITY COVERAGE THROUGH MEDICAID THROUGH GATEWAY SYSTEM

- ESTABLISHES AND MAINTAINS A SYSTEM OF FINANCIAL RECORD KEEPING, TO INCLUDE ISSUING RECEIPTS, PREPARING AND MAKING BANK DEPOSITS, AND RECORDING PAYMENTS USING PROPER SEGREGATION OF DUTIES
- INTERACTS WITH HOME OFFICE BILLING TEAM AND PAYERS TO DEFINE BILLING REQUIREMENTS AND ENSURES PROMPT PAYMENT OF CLAIMS
- MANAGES CENSUS ACTIVITIES INCLUDING DAILY, WEEKLY, AND MONTHLY BALANCING WITH THE NURSING AND ADMISSIONS DEPARTMENTS

### BUSINESS OFFICE MANAGER/HUMAN RESOURCES CARTERSVILLE CENTER

#### NURSING AND HEALING

📅 01/2019 - 06/2020 📍 CARTERSVILLE

PROCESSING ACCOUNTS PAYABLE

- RECRUITING AND PHONE SCREENS
- SET UP INTERVIEWS AND COORDINATE WITH MANAGEMENT AS WELL AS DEPARTMENT HEADS
- BENEFITS AND COMPENSATION COORDINATION AND CONDUCT ON BOARDING IN-SERVICES
- INITIATE ONBOARDING PROCESS FOR NEW HIRES
- INITIATE DRUG SCREEN PROCESSING PREPARE BIWEEKLY PAYROLL USING SMARTLINC

## DATA ENTRY

### CARTERSVILLE CENTER FOR NURSING AND HEALING

📅 01/2018 - 01/2019 📍 Location

ALL BACKGROUNDS CHECKS AND FINGERPRINTING

- COMMUNICATE WITH STAKEHOLDERS REGARDING FINANCIAL PROJECTS ON A MONTHLY AND QUARTERLY BASIS
- CONDUCT DAILY SPRINTS

## DIRECTOR OF FINANCE

### BORO PARK CENTER

📅 01/2013 - 01/2018 📍 Location

REHABILITATION AND HEALTH CARE

- INTERVIEW RESIDENTS AND FAMILY MEMBER TO ASSESS ELIGIBILITY FOR NURSING HOME MEDICAID APPLICATIONS
- ADVISE RESIDENTS ABOUT ALL THEIR FINANCIAL OPTIONS CONCERNING DISCHARGE FROM THE NURSING HOME TO THE COMMUNITY OR LONG-TERM CARE WITHIN THE NURSING HOME
- GATHER ALL NECESSARY DOCUMENTATION TO SUBMIT A VIABLE MEDICAID APPLICATION TO THE APPROPRIATE COUNTY'S SOCIAL SERVICES DEPARTMENT ON BEHALF OF THE RESIDENT IN A TIMELY FASHION

## SUMMARY

RESULT-ORIENTED CERTIFIED SCRUM MASTER WITH A PROVEN TRACK RECORD OF SUCCESSFULLY DELIVERING COMPLEX PROJECTS ON TIME AND WITHIN THE ALLOTTED BUDGET. PROFICIENT IN AGILE PRINCIPLES AND PRACTICES WITHIN A COLLABORATIVE TEAM ENVIRONMENT. SKILLED IN REMOVING IMPEDIMENTS TO EXECUTION OF PROJECTS.

## SKILLS

Framework	Agile	Sprint Planning
Gateway	Scrum	Scrum Master
Jira	Waterfall	

## EXPERIENCE

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### CONDUCT MONTHLY CEREMONIES WITH CEO AND CFO

#### BORO PARK CENTER

📅 01/2013 - 01/2013    📍 Location

IN A COLLABORATIVE TEAM SETTING

- DETERMINE NAMI (NET AMOUNT MONTHLY INCOME) AMOUNT DUE TO THE FACILITY AND ADVISE ALL INVOLVED PARTIES OF WHAT THE RESIDENT'S FINANCIAL RESPONSIBILITIES ARE TO THE MEDICAL FACILITY

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### MEDICAID COORDINATOR/ LIAISON

#### WOODMERE REHABILITATION AND HEALTH CARE CENTER

📅 01/2008 - 01/2013    📍 WOODMERE

INTERVIEW RESIDENTS AND FAMILY MEMBER TO ASSESS ELIGIBILITY FOR NURSING HOME MEDICAID APPLICATIONS

- GATHER DOCUMENTATION TO SUBMIT A MEDICAID APPLICATION TO THE APPROPRIATE COUNTY'S SOCIAL SERVICES DEPARTMENT ON BEHALF OF THE RESIDENT
- VERIFY ACTIVE MEDICAID ELIGIBILITY THROUGH THE EMEDNY SYSTEM
- COMMUNICATE AND SUBMIT REFERRALS TO THE FACILITY'S ATTORNEY FOR COUNSEL ON DIFFICULT CASES
- ASSISTANCE TO ARRANGE, COORDINATE, MONITOR, AND EVALUATE A PACKAGE OF MULTIPLE SERVICES TO MEET THE RESIDENTS' NEEDS

## EDUCATION

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### BACHELOR SOCIOLOGY

#### STATE UNIVERSITY COLLEGE AT OLD WESTBURY

📅 01/1997

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#### THE MARY LOUIS ACADEMY

📅 01/1993

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#### COLLEGE PREPARATORY

📅 Date period