

Stephanie Lopez
11906 58th Dr NE, Marysville WA 98271
(415)910-7500
Stephstevens2018@gmail.com

Qualifications:

- Medical administrator with 3 years of experience.
- Proficient in medical billing, insurance verifications, prior authorizations, explanation of benefits, prepping charts, referrals, and floating to different positions when needed.
- Fully bilingual in English and Spanish.
- Skilled in EMR (Nextgen and Medisoft), ICD-10, CPT-4, Microsoft Office Suite, 10 key typing, and typing over 45 words per minute.
- Knowledge of Pediatric development
- Certified in CPR/First aid
- Medical and Early Childhood Education

Professional Experience:

05/2018 - 03/2020

Alpha Kids Academy

Novato,CA

Preschool Director/Teacher

- Enrolling students and processing student applications
- Hiring staff and processing staff applications
- Managing and helping other staff with any concerns or needs
- Ensuring the school runs safely and smoothly
- Attending to any concerns parents may have
- Giving tours to expand enrollment
- Creating schedules and curriculum
- maintaining a safe and sterile environment for school
- Enforcing and assuring proper protocols are being followed
- Maintaining roster and all administrative duties

09/2017 - 05/2018

Immix Management

Novato, CA

Professional Fee Biller - Medical Children's Hospital

- Professional fee billing for radiology
- Creating claims
- Follow up on claims
- Call insurances
- Verify insurances and follow up unpaid claims
- Help with resources for patients in hardship

11/2016 – 09/2017

Hanger Clinic P&O

San Francisco, CA

Office Administrator

- Check patients in and out
- Verify benefits for all patients
- Obtain and input ICD-10, CPT-4, and all needed supporting documents
- Go over cost estimates, collect all payments and balance daily payments
- Schedule all new and urgent referrals, and deliveries ready for fittings
- Submit for Auths, letters of medical necessity, and purchase orders for approval
- Complete chart encounters for billing
- Complete all tasks, reports, and accounts on hold
- Communications tasks, and emails
- Obtain and dispense all medical records
- Complete all billing for Marin General Hospital
- Submit, work, and complete all required reports
- Maintain waiting room

02/2016 – 11/2016

Whisper Hearing Center

Oakland, CA

Office Manager/Patient Care Coordinator

- Submit claims to different insurance providers.
- Review EOB's to determine the amount paid/owed.
- Post payments to patients' accounts.
- Bill patients remaining balances.
- Input ICD-10 and CPT-4 codes.
- Update electronic medical records (Medisoft).
- Accept co-payments and deductibles.
- Verify insurance benefits.
- Manage prior authorizations.
- Administer patient referrals.
- Schedule and confirm appointments.
- Answer multi-line phone system.
- Check in and out patients.
- Produce sales of hearing aides
- Produce and send reports to management

07/2015 – 09/2015

Redmond Eye Doctors

Redmond, WA

Front Desk Receptionist

- Scan documents into patients' charts.
- Verify patients' eligibility, insurance information, and prior authorizations
- Schedule and cancel appointments.
- Check in and out patients.
- Accept co-payments.
- Administer incoming/outgoing phone calls.

02/2014 – 05/2015

Marin Community Clinic

San Rafael, CA

Medical Receptionist / Medical Records

- Submit medical records to insurance providers.
- Verify insurance and eligibility.
- Scan/prep medical documents and input records into EMR (Nextgen).
- Manage prior authorizations.
- Room patients.
- Acquire medical referrals, ICD-9, and all supporting documentation.
- Check in and out patients.
- Assist patients that are not insured through coordinating financial assistance and determining appropriate medical plans.
- Accept incoming phone calls and direct to the appropriate department.

01/2010 – 01/2014

Novato Sewing and Vacuum Center

Novato, CA

Administrative Assistant

- Help owner with translation and orders
- Incoming and outgoing calls
- Cashier

Education:

College of Marin

Kentfield/Novato, CA

Graduated Class of 2014

- Early Childhood Development - 2009 -2011
- Certification in Medical Assisting/Billing – 2011 - 2014

Terra Linda High School

San Rafael, CA

Graduated Class of 2010

- High School Diploma - 2010

Reference List

Jennifer Cesario - Preschool Teacher (707)416-3100

Magda Bachakashvili - Preschool Owner (415)889-0685

Natella Shtern - Preschool Owner (415)999-2208

Vanessa Sibrian - Preschool Teacher (415)948-0923

Laura Aparicio - Medical Assistant (415)488-7919

Milagros Lopez - Medical Assistant (415)299-7611