

## Objective

Organized, compassionate, and dedicated Medical Office Secretary with expertise in maintaining growing home health care agency, maintaining general surgeon, delivering complex medical transcription from home, and building professional relationships with patients, patient families, physicians, and insurance company personnel.

## Skills

Excel, Microsoft office.

## Work Experience

### Business Office Specialist III

**Amediisys Home Health Care** - 2015 – 2019

- Responsible for performance and accuracy of data input.
- Maintenance of patient medical records and data as well as the tracking systems for physicians order.
- Participate and work in a collaborative manner to assists in the timely and accurate submission of billing and payroll.
- Verify and continuously monitor Medicaid authorizations, approvals, and visits.
- Maintain office supply and medical inventory supply and distribution.
- Participate in Inventory Control processes.
- Demonstrate a desire to set and meet objectives and find increasingly efficient ways to perform tasks.

### BUSINESS OFFICE SPECIALIST

**ABC Corporation** - 2011 – 2015

- Maintain the ongoing scheduling of patient visits for all assigned field staff; communicate updates in regards to revisions and new admissions to ensure continuity and coordination for patient care services.
- Schedule and confirm all visits based on patients needs, staff experience, and geographical locations.
- Input patient data into Oasis system and transmit accurate and timely information.
- Assist with billing frequencies and presence of orders every billing period.
- Assemble and organize admission, discharge, and post-hospital packets.
- Assist Clinical Supervisor or Manager with generating correspondence.
- Assist Business Office Manager with HR filing and inputting clinicians medical updates properly in employees files..

## Education

Associate of Science in General Studies - (Walters State Community College)