

Kristi Lozano

Claremont, CA

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Authorized to work in the US for any employer

WORK EXPERIENCE

Staffing Coordinator

Pegasus - Glendale, CA - May 2015 to September 2015

Responsibilities

Process intake referrals for staffing. Coordinate and staff LVN, RN, Physical Therapists and Occupational Therapists. Insurance verification, uphold accurate system for tracking staff over a variety of shifts. Obtain daily staff requests and fill them appropriately and efficiently.

Medical Administrative Assistant

PSP, HomeHealthCare DME - Anaheim, CA - September 2013 to April 2014

Responsibilities

Set appointments for DME to be picked up and transported to warehouses for repair. Insurance verification, determine appropriate release of patients' medical records and prepare correspondence to respond to request. Coordinating the pick up and drop off times between repairman and transportation. Ensure office operating licenses were current.

Accomplishments

Helped to ensure the office and patient charts were HIPAA and OSHA compliant, ready to pass inspections and audits.

EDUCATION

Medical Administrative Assistant

Everest College, Ontario CA

SKILLS

Data Entry (7 years), Accounts Payable (3 years), Payment Processing (2 years), CPT & ICD 9 (2 years), Insurance Verification (2 years), Staffing Coordinator (Less than 1 year)

CERTIFICATIONS

Medical Administrative Assistant

HIPAA

January 2015 to Present

OSHA

January 2015 to Present