Liliani Gamini

(619) 862-0832 ligabe16@hotmail.com

SKILLS

Bilingual writing/speak (English/Spanish)   Data Entry   Computer Literate

WORK EXPERIENCE

Sharp Healthcare   Chula Vista, CA   JAN/2015-Current
Revenue Cycle Operations-Public Resource Specialist

- Complete all functions at point of registration,

- Document effectively daily report regarding patients accounts

- Verify and Update information on many systems (Centricity, Experian E-care, Cerner)

- Communicate effectively both verbally and in writing, function well in demanding stressful environments.

- Handle confidential documentation for both hospital and county to assist patients needs.

- Completing county and federal documentation on daily basis.

- Following County guidelines regarding Medical/Medicare and working with county systems (SD county CMS and MED,)

Hartley Cylke Pacific Insurance   San Diego, CA   2007 – 2015
Underwriter/Data Entry/Clerical

- Reduce volume of data entry and maintain steady work flow
- Cancel and reinstate insurance policies, Process policy requests

- Review/Exclude drivers that no longer comply with driver guidelines

- Verify and Update insured's contact information at point of contact

- Assist with filing, copying, faxing, scanning, data entry, and reception area.

- Provide great and prompt customer service via email/phone (incoming/outgoing)

EDUCATION

UC San Diego Extension

The Coding Boot camp [Web Development]   San Diego, CA   Currently