**Donna L. LeSavage**

1058 Whitney Drive 952-250-0596

Apple Valley, MN 55124 Donna.lesavage@gmail.com

**Summary of Qualifications**

* 33 years medical secretary experience
* Motivated and able to work without supervision
* Able to organize and prioritize work to meet deadlines
* Excellent interpersonal skills
* Microsoft Word, Windows, Horizon, Horizon Management, IRMA Caregiver Database, Excel, Access, Epic, Greenway and Allscripts Professional – electronic heath records

**Employment History**

**Institute for Low Back & Neck Care**, Medical Records Specialist, 6/01/2015 – Present

* Manage outgoing/incoming courier bags
* Accept and distribute materials received from all outreach clinics
* Enter Owestry Questionnaires, Visual Pain Scales and PROMIS forms into patient charts
* Index medical records into system
* Review patient intake forms and update information as required
* Respond to all medical records requests from law firms, insurance companies, clinics, hospital, disability claims, quality rehab coordinator requests, etc.
* Provide back-up to the medical records staff as needed
* Scan and fax documents including procedure reports, narcotic agreements, prescriptions, etc.
* Assist the switchboard operator when necessary

**Minneapolis Clinic of Neurology**, Physicians Secretary, 2/1998 – 3/2015

* Worked closely with physicians, patients and ancillary departments in person and by phone
* Scheduled appointments, diagnostic testing and prepared charts/EHR for upcoming appointments, and scheduled independent medical examinations for legal purposes
* Met with outside pharmaceutical vendors

**United HealthCare Optum**, Contract and Credentialing Coordinator, 4/1997 – 1/1998

* Processed initial applications, verifications of licenses and sent out approval letters
* Generated updated or new contracts for affiliates and/or groups
* Updated computer with current licenses, malpractice and address changes or termination of affiliates
* Prepared credential report with affiliates and new or updated contracts that were ready for signature
* Managed exception list of affiliates on vacations, LOA’s, MLOA’s and other changes
* Maintained office supplies inventory

**Fairview Riverside Medical Center**, Credentials Coordinator, 6/1990 – 3/1997

* Processed and maintained credentials for all Fairview Hospitals
* Processed initial applications and reappointments for the medical and professional staff
* Primary liaison and resource for Medical Credentialing Service of Minnesota
* Communicated extensively with internal and external customers
* Prepared presentations, reports and medical/professional rosters bi-monthly
* Processed invoices for payment

**Fairview Riverside Medical Center**, Station Secretary, 5/1983 – 6/1990

* Transcribed physicians’ orders in a timely manner
* Ordered laboratory, diagnostic tests, physical and occupational therapy
* Answered telephones and patient intercoms
* Ordered patient meals, supplies, medication and nursing unit supplies

**Education**

Hennepin Technical College, Brooklyn Park, MN, Ward Secretary Program 1982 – 1983

**References**

Will be provided upon request.