

RESUME

Rachelle Anderson

Medical Secretary



// Experience

2016-2016

Patient Access Representative Broward Health

Performed registration and pre registration for emergency department. Ensuring the integrity of the financial data gathered, customer satisfaction while supporting quality patient care. Collected monies due, verified insurance, and performed financial screenings to support collections and reimbursements.

2009 – 2010

**Post Discharge Care
Coordinator**

Humana

Reviewed discharge logs and plans for 5 hospitals and acute care centers in the Tri-County area, as well as a section of the PPO/PFFS membership. Contact 15-25 members a day to close any gaps in member's services post discharge from hospital, also assess risk for readmission, as well as needs for chronic disease management

2008 – 2009

**Registration Representative South Florida
Spine Institute**

Responsible for registering patients accurately and greeting patients and visitors in a pleasant manner. Prepared charts and necessary diagnostic tests for future clinics daily and confirmed appointments in advance. Collected accurate demographic and financial information and scanned documents in chart and medical account. Also verified insurance benefits, and obtained necessary authorizations/referrals, and informed patients of their financial responsibilities.

2006 – 2007

Insurance Verification

University of Miami

Representative

Verified eligibility and benefits for patients scheduled in UMHC/Sylvester's hospital and clinics fourteen days in advance and updated patients financial status classification in hospital software IDX. Assisted members and providers with questions and issues regarding benefits, obtained referrals and authorizations for services performed in clinic.

// Education

1996 – 2000

Diploma

St Lucie West Centennial

2000 – 2000

Certificate

Indian River Community College

// Skills

Professional Skills

Microsoft Office	● ● ● ● ● ●
Windows	● ● ● ● ● ●
Medical Terminology	● ● ● ● ● ●
Accounting	● ● ● ● ● ●
Data Handling	● ● ● ● ● ●
Web Skills	● ● ● ● ● ●

Personal Skills

Organization	● ● ● ● ● ●
Communication	● ● ● ● ● ●
Time Management	● ● ● ● ● ●
Team Player	● ● ● ● ● ●
Commitment	● ● ● ● ● ●
Problem Solving	● ● ● ● ● ●

// Profile

Name

Rachelle Anderson

Date of Birth

January 17th 1982

Address

12335 NE 12th pl

33161/Miami

FL/Miami-Dade

Phone

+1 305 979 5801

Email

Rachelleande@gmail.com

Rachelle Anderson

Phone: 305.979.5801

Email: Rachelleande@gmail.com

