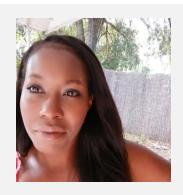
#### RESUME

# 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 Sout

## 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 2000 – 2000 Diploma Certificate

St Lucie West Centennial Indian River Community College

### // Skills

#### **Professional Skills**

Microsoft Office	•	•	•	•	
Windows	•	•	•	•	
Medical Terminology	y•	•	•	•	
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

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