

Front Desk Administrator Front Desk Administrator Front Desk Administrator - Vincera Surgery Center Philadelphia, PA Work Experience Front Desk Administrator Vincera Surgery Center - Philadelphia, PA March 2015 to Present that organizes and distributes incoming correspondence from a variety of couriers. Responsible for scheduling patients, screening incoming calls, maintains billing inquires and correlating with insurance companies. Clarifies and resolve patient's complaints in an appropriate matter. Network Coordinator MedRisk - King of Prussia, PA December 2014 to March 2015 that resolves workers compensation claim issues by clarifying the client's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem. Expediting correction or adjustment and following up to ensure resolution. Patient Service Specialist NovaCare Rehabilitation Center - Bala-Cynwyd, PA April 2012 to December 2014 that answers phones, schedule patients, verifies insurance coverage, maintains medical records, process and updates data, and process billing and coding. Skills Proficient in Microsoft Word, PowerPoint, Excel, and Outlook Education B.A. degree in Communication Cheyney University of Pennsylvania - Cheyney, PA August 2011

Name: Destiny Yates

Email: wagnerjuan@example.com

Phone: 001-617-353-7580