

Associate Database Administrator Associate Database Administrator Associate Database Administrator - Vanderbilt University Medical Center Madison, TN Work Experience Associate Database Administrator Vanderbilt University Medical Center September 2017 to Present Pharmacy Revenue Cycle Assist the Director of Pharmacy Revenue Cycle with special projects with the objective of optimizing the revenue cycle Prioritize multiple projects while ensuring timely completion for meeting deadlines Assist the pharmacy billing manager with monitoring charge capture within Epic, follow-ups on missing high dollar charges, and quarterly cost uploads to ensure the accuracy of drug costs are implemented across pharmacy systems Analyze incorrect units of measure and incorrect healthcare common procedure coding system measures to ensure proper reimbursement Oversee the proper addition of insurance plans into our Enterprise system Generate prescription fill and prescription delivery reports based on specific needs Resolve system-related prescription rejection issues Perform daily prescription rebills to remain compliant with third- party payers Assist the Senior Database Administrator with solving database issues that impact workflow Actively participate in weekly meetings involving strategic planning and problem solving with upper management to develop action plans for improving workflow procedures Respond to pharmacy or system related inquiries verbally and in writing Pharmacy Technician The Department of Veterans Affairs Medical Center January 2017 to August 2017 Inpatient/ Outpatient Pharmacy Prepared unit dosed and intravenous medications for inpatients Generated reports for medications to be filled in dispensing cabinets Provided excellent customer service to patients in the outpatient pharmacy Collaborated with pharmacists to resolve prescription discrepancies Worked different workflow stations such as the IV room, unit dosed station, outpatient station, and the cart-fill station Performed monthly drug audits to ensure medications were up-to-date and properly stored Accurately responded to pharmacy related telephone inquiries Pharmacy Technician Vanderbilt University Medical Center August 2015 to December 2016 Central Pharmacy/Satellite Pharmacy/Operating Room (OR) Pharmacy Restocked unit medications and patient specific medications in designated areas Accurately prepared intravenous medications for inpatients using aseptic technique and unit dosed medications using med carousel Answered

pharmacy related inquiries via telephone and in person from nurses and providers   Trained several new employees while creating a harmonious work environment for employees   Parred operating room inventory using proper entrance protocol   Prepared and delivered time-sensitive medications for operating procedures   Verified quantities of narcotic meds returned by nurses or providers   Performed checks on IV drips for inpatients by reading infusion pumps to properly schedule future doses   Pharmacy Technician CVS Pharmacy July 2012 to July 2015 Retail Pharmacy   Worked different workflow areas such as drop off, production and pick up   Performed data entry of new prescriptions and insurance plans   Processed voicemail and over-the-phone prescription orders from providers   Resolved insurance rejections including prior authorizations   Accurately filled prescriptions, while prioritizing to ensure short wait times   Compounded prescription medications as needed   Provided excellent customer service when interacting with customers in all areas of the pharmacy   Collaborated with pharmacists on discrepancies and other inquiries   Performed inventory transactions to ensure accurate inventory counts when placing orders   Volunteered to cover shifts at other CVS locations across Nashville as needed   Education MBA in Healthcare Administration Trevecca Nazarene University - Nashville, TN May 2019 B.S. in Chemistry Tennessee State University - Nashville, TN December 2016 Skills Excel (2 years), Problem Solving (2 years), Data Entry (4 years), Documentation (2 years), Word (10+ years), Training (4 years)

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