

Systems Administrator Systems Administrator Systems Admin Pittsburgh, PA To obtain a management position in a challenging environment utilizing my skills, experience, and degree.

Authorized to work in the US for any employer Work Experience Systems Administrator Hero Data Services - Amherst, NY April 2017 to Present Responsibilities include: LAN/WAN/NOC Administration Database Administration of our Quoute Plus and History Viewer Software Project Management Historical Data conversions Technical Support Systems Installation, Configuration & Upgrading Windows Support and Mac Support SQL Query and Database Report Running Windows Server administration Email server administration Hardware install and repair Printers and PC Implementation Specialist General Physician PC - Buffalo, NY July 2016 to April 2017 Responsibilities Include: Personnel Management Running statistical reports. Staff training on entering information in advance directives fields Set up of E prescribing. Use of the superbill; to include when to use modifiers. Overview of ICD-9 (and10) and CPT coding. Use of standardized imaging codes and document scanning codes of the DM/HM screens; customization and link features. How to use tools for patient self management. * Provider Training.

Implementation Coordinator CCS Oncology - Clarence, NY November 2014 to July 2016 Responsibilities include: Managing the overall planning, execution and strategy of implementing a complex-new EMR system (CUREMD) from contract through go live. Serves as the key point for planning and leading all aspects of the EMR project. Establishes a strong working relationship with end user organizations and to function as the end users' representative on technology/business issues. Proactively monitors and accurately communicates regarding project performance using project tools, dashboards, reports and other communication vehicles. Establish end user requirements for the EHR based on industry practices. Proactively collaborates across projects with other product and cross functional project teams to identify, issues and inefficiencies and to avoid scheduling or resource conflicts on inter-related projects. Implements established policies, system monitors and controls to ensure the successful management and reporting of all initiatives in the program. Prepares project timelines, schedules, estimates and resource planning to support key business projects. Medical Biller Practice First Medical Management Solutions - Amherst, NY

October 2013 to November 2014 Responsibilities include: Using multiple EMR systems to organize and manage patient information. This includes charges, bills, and statements etc. Filing patient insurance claims for doctor's offices, hospitals, and specialty medical centers. Clerical evaluation of patient records for suitability, completeness, and accuracy of health/insurance data Balancing daily and monthly reports. Correcting out-voice errors. Using a multi line phone system. Taking calls and following up with doctors, patients, and insurance companies. Staying up to date with health insurance carrier changes. Maintaining adequate knowledge of compliance laws and regulations including HIPAA.

Logistics Associate Medco - Tonawanda, NY October 2012 to July 2013 Responsibilities included: Scheduling Employees for shifts Fulfilling orders of athletic medical supplies to be processed and shipped to client(s). Organizing and fulfilling orders of athletic supplies being shipped by UPS mail. Helping to maintain a clean organized warehouse by directing warehouse personnel. Training new employees how to complete orders.

Cashier & Associate Home Depot - Niagara Falls, NY March 2011 to October 2012 Responsibilities included: Engaging customers in a positive and courteous manner in order to assist them with their purchases and returns Handling cash, credit card and foreign currency transactions Preparing contents of till for balancing by head cashier and accounting department. Maintained a low level of inventory shrinkage Ordering special pick up items through the "online cashier" function via computer

Professional Achievement Highlights: Multiple Friendliest Cashier Acknowledgements Multiple "Fastest Cashier" Acknowledgements

Administrative Intern, Clerical The Iroquois Group Insurance Company - Allegany, NY September 2010 to January 2011 Responsibilities included: Scanning paper bank records and other data into recording software. Utilizing Google Ad Sense to create marketing phrases for the website Utilizing Adobe Photoshop to edit photographs for company publications Fielded calls to agents

Education Associate in Business Administration Niagara County Community College 2008 to 2010 High School Diploma St. Joseph's Collegiate Institute - Kenmore, NY June 2008 Skills System Administrator (2 years), System Admin, Vmware, Active Directory

Name: Keith Johnson

Email: daviscorey@example.com

Phone: +1-364-428-1823x972