

Medical Administrator Medical Administrator Medical Administrator - Union Wellness Center East Stroudsburg, PA Authorized to work in the US for any employer Work Experience Medical Administrator Union Wellness Center - Totowa, NJ May 2011 to Present More than five years of professional experience as a Medical Administrator Coordinate chiropractor's schedule with patient appointments, schedule Patients diagnostic testing's Knowledge of accounting and billing procedures Knowledge of medical terminology, principles and business etiquettes Comprehensive knowledge of spreadsheet and word-processing software Verify patient insurance information Possess excellent telephone etiquette and organizational skills Ability to communicate effectively in a caring and supportive manner Typing patient final narrative report NCO Financial Systems NCO Financial Systems - Ramsey, NJ August 2003 to December 2009 Sole HR representative/liaison for the corporate administration of the firm's benefits programs, i.e. Health Care insurance, and 401k programs Coordinate payroll process with payroll vendor to ensure accurate and timely payments for over 150 employees. FMLA and OSHA laws, Labor and Employee relations Handling all worker's compensation, incident reports, and unemployment Issues, staff recruitment, manage employee relations, counseling, terminations and exit interviews. Assist managers with documents for verbal and written warnings Education AA in Business Administration & Management Berdan Institute - Wayne, NJ 2008 to 2010 Associate's Degree Berkeley College - West Paterson, NJ 1990 to 1992 Skills Human Resources, benefits, Payroll, HR, Employee Relations Additional Information Bilingual English/Spanish Medical Benefits and Payroll Administrator Confidential Record Keeping, Employee Relations Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Quickbooks Staff Recruitment, Gradiance Attendance, and People Track software NJ State Disability and Unemployment Procedures NJ Notary Public

Name: Dawn Perez DDS

Email: [taylormatthew@example.org](mailto:taylormatthew@example.org)

Phone: 001-986-476-7194x3929