**Tammy Clark Administrative Assistant**

[*tjclark64@yahoo.com*](mailto:tjclark64@yahoo.com)• *LinkedIn URL 417-540-4551* • *MO, 64801, US*

Accomplished and performance driven professional with solid experience in business operations, accounts receivable, and administration. Skilled in performing administrative tasks efficiently for offices, clients, and banks as well as demonstrating a high level of integrity and professionalism. Adept at maintaining excellent communication with an ability to interact in a professional manner with executive management, vendors, and customers. Expertise in performing with department management to develop, document, update, and maintain department, center processes, and best practices. Success in establishing and nurturing positive working relationships as well as maintaining collaborative and team-oriented approach to achieve shared visions and goals. ***Areas of Expertise include:***

|  |  |  |
| --- | --- | --- |
| * Portfolio Management | * Microsoft Office Suite | * Accounts Receivable |
| * Records Maintenance | * Team Training & Development | * Relationship Building |
| * Reporting & Documentation | * Operational Excellence | * Effective Communication |

**Professional Experience**

**MERCY,** **Joplin, MO, US** • 2014 to 2019

**Provider Enrollment Manager**

Led, trained, and encouraged three employees working remotely in three states. Educated team on provider enrollment with government plans that included Medicare, Medicaid, and Railroad Medicare as well as carried out troubleshooting activities.

**Key Accomplishments:**

* Restructured team with 1,800 providers and various hospitals having over $2M accounts receivable while increasing online registration that reduced accounts receivable to under $100K within 4.5 years.
* Developed training documents with information regarding diverse groups that assisted in enrolling providers.

**MERCY, Joplin, MO US** • 2009 to 2014

**Provider Enrollment Coordinator**

Held accountable for enrollment of providers and groups with Medicare, Medicaid, and Railroad Medicare. Maintained records for providers and groups and presented provider enrollment information to billing office. Affiliated with provider enrollment staff from other organizations relevant to share providers.

**Key Accomplishments:**

* Organized a spreadsheet to categorize provider names, numbers, and locations at a glance that resulted in increased productivity.

**MERCY CLINIC JOPLIN, Joplin, MO, US** • 2009

**Patient Account Specialist III**

Held accountable for enrollment of providers and groups with Medicare, Medicaid, and Railroad Medicare. Maintained records for providers and groups and presented provider enrollment information to billing office. Affiliated with provider enrollment staff from other organizations relevant to share providers.

**Key Accomplishments:**

* Designed a profile document for each provider that included name, DOB, SSN, licensure, practice location, phone, fax, and individual provider numbers that helped significantly in reducing time to accomplish individual enrollment applications.

*Additional experience as Executive Assistant / Business Office Coordinator / Business Office Secretary at St John’s Regional Medical Center, US*

**Technical Skills**

Microsoft Office 365 | Kronos | Concur| EPIC |Virtual Cactus | iObserver |PECOS |CAQH |

Office Assistant Diploma | Microsoft Excel Intermediate Certification