

Mariann M. Cirisoli

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Personal Statement

I am a dependable, confident and versatile individual who is looking for a challenging and responsible position that would effectively utilize my skills and experience. Strengths include an ability to team build, multi-task, and motivate. I work hard to establish and maintain good working relationships. My interpersonal skills enable me to achieve desirable outcomes.

Work Experience

Office Manager (Feb-2010 - Present)

Pediatric & Adolescent Healthcare, 400 Main Street, Ansonia, CT 06401

Supervise front office, referral coordinator and billing coordinator. Responsibilities include but not limited to: hiring/disciplining staff, credentialing, generation of daily claims, EMR transition, managing provider schedules, liaison with nursing staff and oversee collection efforts. As well prepare reports for attorneys, disability determinations and DCF. Extensive knowledge of Connecticut Medicaid Husky programs.

Billing Coordinator (Oct-2006 - Feb-2010)

Pediatric & Adolescent Healthcare, 400 Main Street, Ansonia, CT 06401

Directly responsible for posting all EOB's. Prepared claims appeals and instituted payment arrangements. Additionally implemented collection efforts internally and with outside agencies.

Medical Receptionist (Jan-2000 - Oct-2006)

Pediatric & Adolescent Healthcare, 400 Main Street, Ansonia, CT 06401

Responsible for checking patients in and out. Verifying insurances, collecting copays, scheduling appointments.

Community Training Home Program Manager (Feb-1996 - Jan-2000)

State of Connecticut, South Turnpike Road, Wallingford, CT

Responsible for running a program that was responsible for procuring families in the community for placements of individuals with developmental disabilities. Heavy emphasis on state licensing practices.

Education

Bachelor of Science (Sep-1979 - May-1983)

Southern Connecticut State University, New Haven, CT

References

References Available on Request