**Donna G. Kelly**

168 Nassau Drive Springfield, MA 01129

donnagreenkelly@aol.com

C: 413-686-7394 H: 413-782-6734

Objective: Detail oriented individual with managerial experience, seeking employment in a medical administrative facility where I am able to use the knowledge I have gained to be a part of a successful medical practice.

**American Career Institute 2012**

Medical Coding and Billing

* Medical Billing Procedures
* Medical Terminology
* Insurance Claims Processing ( Medi Soft)
* Medical Administrative Procedures
* Medical Ethics and Law
* Pathophysiology
* Pharmacology
* ICD-9 CM Coding
* CPT-4 Coding
* Operative Reports and Progress Notes

**New England Orthopedic Surgeons 2012**

**Extern**

* Billed patients for surgical procedures
* Effectively ensured that all explanation of benefits (EOBs) were entered into the system, filed with the CMS 1500 forms, and sent out to the proper recipients
* Punctually sorted through patient’s files to find if motor vehicle accidents or workman’s compensation was applicable to the patient and delivered them, along with the CMS 1500 forms, to the appropriate person
* Meticulously collected office and operative notes and distributed to personnel responsible for handling the motor vehicle accident case or workman’s compensation for the patient
* Dealt with all medical records with the utmost confidentiality and security for the patients

**Employment:**

**Ability Plus, Huntsville Al 2007-2009**

Residential Manager

* Oversaw three residential homes
* Directed staff and residents

**Center for Human Development, Springfield, MA 2006-2007**

Residential Staff, Outreach Worker

* Provided professional care for dependent adult with mental illness

**Mental Health Association, Springfield, MA 2003-2006**

Outreach Worker

* Oversaw operations of a residential program for clients at their residents
* Directed transportation, coordination of adult day programming DMR and DMH licensing requirements and MAP licensing requirements

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**Human Resources Unlimited Inc., Springfield, MA 2000-2003**

Employment Trainer

* Oversaw operations of employment seeking consumers
* Directed consumers on maintaining safe and secure housing and employment, dispensed medication, provided training updates and state issued paperwork

**Wang Center for the Performing Arts, Boston, MA 1997-2000**

* Accounts Payable Accountant
* Accounts payable/receivables for three artistic theaters for the Wang Center for the performing arts
* Organized weekly payments
* Correspondence to venders, coded and processed all invoices, bank reconciliations for all tree theaters, and developed spreadsheets and summarized general ledgers and inventory differences

**Previous Education:**

**Springfield Technical Community College 1989-1991** Associates in Accounting

**Achievements :**

* Gained nearly seven years of experience in the human service field
* Directed complex projects from concept to fully operational status
* Maintained focus on goal-oriented leadership skills
* Organized highly motivated staff and clients
* Proved ability to work in unison with volunteers and board of directors
* A solid background in accounting applications
* Additional accounting and administrative support