Objective

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Microsoft Office * Excel * PowerPoint * EHS | * ADP Payroll System * Kronos System * Cerner Database * Bed Tracking | * ICD-9 Coding/CPT Codes * Filig/Editing * Front-Office Operations * Proficient in all Office Equipmtment |

Professional Experience

## Executive team assistant/Credentialing Coordinator - *cOMMUNITY hEALTH sERVICES,*

## *hARTFORD, cT. 12/2008-pRESENT*

* Provide executive administrative support to the Chief Medical Officer as well as other senior leadership performing day to day office administration including.
  + Answer telephone and transfer to apportiate staff when nessary.
  + Assist with special project and compliance.
  + Order office supplies.
  + Maintain and track the department budget.
  + Coordinating and scheduling internal/external meetings.
  + Drafting and editing correspondences.
  + Powerpoint presentation.
  + Coordinate activities and schedules of staff selection committee.
  + Collate and organize candidate application packages and obtain missing materials from candidates.
  + Provide informational materials.
  + Record minutes in staff meetings.
  + Maintain calendar and scheduling appointments for CMO.
  + Planning and coordinating events and conferences.
  + Payroll through ADP system, including time keeping and time entry.
  + Involed in Patient –Centered Medical Home Committees (PCMH).
  + HealthStream Administrator (training classes).
  + Maintain HealthStream database for all employees.
  + Coordinate all CPR classes.
  + Coordinate any travel arrangements for CME or seminars.
  + Schedule interviews and contact perfessional references.
  + Maintain credentialing database up to date.
  + **Credentialing** (obtain Licence, CSR, DEA and other document needed for credentialing).
    - Primary Source Verification
    - Secondary Source Verification
    - Managed Care Organization
    - American Medical Association
    - American Osteopathic Association
    - American Board of Medical Speacialties
    - National Committee for Quality Assurance
    - National Practitioner Data Bank
    - Federation State Medical Boards
    - Educational Commission for Foreign Medical Graduates
    - Office of the Inspector General
    - General Services Administration
  + Develop and maintain a database of professional contacts for the Chief Medical Officer.
  + Billing and Coding

## unit secretary- *family birthplace, the hospital of central ct.*

## *new britain, Ct* *6/2006- 11/2008*

* Oversee front-office operations and provide impeccable customer service:
  + Responsible for patient admission and discharge from department.
  + Maintain patient charts and medical record.
  + Medication ordering transcription and tracking.
  + Scheduling and tracking of laboratory work procedure and dietary needs of each patient.
  + Patient reconciliation transcription.
  + Inpatient liaison wih all medical staff.
  + Ordering unit supply.
  + Creating memos for staff.
  + Train new staff (secretary)
  + Supervise floor secretary.
  + Creating and maintaining spreadsheets relative to department audits.
  + Weekly adudits for department personnel.
  + Responsible for verifying and appoving all admittance of staff and visitors onto unit.
  + Payroll through Kronos system, including time keeping and time entry.

## unit secretary- *Telemetry N3/n4, the hospital of central ct.*

## new britain, Ct *5/2001-6/2006*

* Oversee front-office operations and provide impeccable customer service:
  + Responsible for patient admission and discharge from department.
  + Maintain patient charts and medical record.
  + Medication ordering transcription and tracking.
  + Scheduling and tracking of laboratory work procedure and dietary needs of each patient.
  + Patient reconciliation transcription.
  + Inpatient liaison wih all medical staff.
  + Ordering unit supply.

## Certified Nurse Aide- *Alzheimer resource center,*

## Plantsville, Ct *2/1998-10/2001*

* Responsible for taking patient
  + Taking patient vital signs
  + Assist nursing staff with daily patient care
  + One to one with patient

Education

Data institute school of Business – East Hartford, CT  
Certified Nurse Aide, 1998

Professional References:

Available upon request.