**Lisa Treat-Perry**

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**Experience Highlights**

* Over five years of medical billing and bookkeeping experience
* Proficient in ADP, E-Time, Quick Books, MS Outlook, MS Office, MAS 90, Peachtree, Blackbaud

**Education**

**Bachelor of Science, Human Science and Family Studies** University of Rhode Island, Kingston, RI

**Professional Experience**

**Accounting Business Consultant:** (2005-Present**)**

* Assist non profit early childhood centers in establishing and maintaining business practices; general bookkeeping, human resources, payroll and employee medical benefits
* Consult early childhood centers on the NAEYC accreditation process
* Provide staff training on various educational topics
* Ensure that early childhood centers that I consult for maintain State of Connecticut Department of Public Health licensing requirements
* Aid in the preparation of policies and procedures for early childhood centers
* Assist in Grant writing

**HR Coordinator/Benefits Specialist:** Apple Health Care through Accountemps (2009-2010)

* Managed employee benefit accounts: medical, PTO, pension, short/long term disability
* Enrolled, updated and terminated employees in the health care plan
* Worked with insurance consultant to manage employee benefits
* Administered premium billing process for all group benefits programs
* Administered payroll weekly for 75 employees through Optimum Solutions payroll software
* Researched and filed workers compensation claims
* Recruited, screened, interviewed and hired applicants for employment
* Prepared and conducted open enrollment for employee benefits
* Prepared and conducted new hire orientation and monthly training sessions on company policies and procedures, job safety and employee benefits

**Program Administrator/Bookkeeper:** ST Mary’s Day School, Manchester, CT (2005-2009)

* Responsible for establishing all financial duties; accounts payable, accounts receivable, monthly and annual budget preparation and month/year end reporting
* Prepared and administered biweekly payroll through ADP
* Managed employee medical benefits, 403B pension accounts, disability, PTO accounts
* Recruited, hired and supervised a staff of twelve employees over a four year period
* Prepared and conducted new hire orientation and monthly training sessions on company policies and procedures, job safety employee benefits and various topics as needed
* Established all company policies and created a company and employee handbook
* Developed a market and business plan
* Implemented a computerized accounting system

**Medical Billing Specialist:** Gastroenterology Center, Union, NJ **Telecommuting** (2003-2006) (1990-1992)

* Processed medical claims electronically and manually Medicare, Medicaid and private insurances
* Obtained prior authorization from insurance companies
* High volume collections of insurance claims and co-insurance billing
* Managed patient accounts
* Entered patient demographics
* Daily deposits
* Researched outstanding insurance claims

**Payroll Administrator/HR Coordinator:** Waterford Country School, Quaker Hill, CT (2001-2003)

* Administered payroll for 300 employees through ADP & E-Time payroll software
* Managed employee benefits, 403B pension accounts, disability, PTO accounts
* Prepared and conducted new hire orientation and monthly training sessions on company policies and procedures, job safety and employee benefits
* Researched and filed workers compensation claims
* Maintained employee files; reviews, transfers, disciplinary actions pay increases and promotions

**Accounting Assistant:** Entex Information Services, East Hartford, CT (1998-2000)

* Created specialized billing for the Cigna 200 Migration project
* Tracked and reconciled employee travel expenses for client billing
* Reconciled the AMEX travel account
* Maintained a head count and utilization report for billing clients and administering payroll

**Senior Billing Specialist: I**KON Office Solutions, Glastonbury, CT (1997-1998)

* Responsible for the billing of 600 orders at month end for the Boston market
* Calculated complex commissions payable to sales reps
* Prepared maintenance agreements for equipment purchases, leases and rentals

**Accounting Assistant:** ICM, Inc., Roseland, NJ (1995-1997)

* Accounts payable; coding of invoices, bi-weekly check runs, reconciled GL accounts
* Created purchase orders and return authorizations
* Accounts receivable; collections of past due accounts, cash receipts, created invoices, daily deposits, tracked and reconciled employee travel expenses for client

**Office Manager/Medical Bookkeeper**: Gastroenterology Center, Union, NJ (1992-1995)

* Responsible for all aspects of office management for a Gastroenterology practice
* Managed a staff of six employees which included hiring, training, supervision and staff retention
* Responsible for all financial duties; accounts payable, accounts receivable, payroll, employee benefits
* Processed medical claims electronically and manually Medicare, Medicaid and private insurances
* Obtained prior authorization from insurance companies
* High volume collections of insurance claims and co-insurance billing
* Managed patient accounts
* Entered patient demographics
* Daily deposits
* Researched outstanding insurance claims
* Resolved complex billing and insurance issues
* Collections maintaining a net 30-45 status on all accounts