**Alanna Herrick**

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860.219.1047 ajherrick5@gmail.com

**PROFESSIONAL EXPERIENCE**

**Administrative Assistant Windham Hospital, Willimantic, CT** **2003 - 2010**

Wellness Center: Assisting APRN and RN with all aspects

of office management (phones, clerical duties, greeting patients and staff, billing, reporting, accurate charts, filing), prepared reports for both hospital and DPH.

**Biller/Collector**, handled all aspects of Medicaid remittance, exemplary customer service functions.

**Financial Assistant        University of Connecticut, Storrs, CT**  **2002-2003**

Assisted with prep of grant proposals, salary projections and expense reports,

student payroll involving timesheets and distribution.

**Administrative AssistantHealthcare Management Resources, Mansfield, CT** **2001-2002**

Responsible for general office duties: phones, typing contracts, managing

Quick-book checking and Money Market Accounts, accounts payable, calculate

capitated insurance payments and distribution of these payments, respond to

questions from both patients and hospitals regarding outstanding balances.

**Business Office Coordinator**      **Rehability Center, Storrs, CT** **1998-2000**

Sole responsibility for phones, scheduling, patient accounts, verification of

insurance, prior authorization, maintained accounts payable and supplies,

inventory for two therapists and monthly reports for manager.

**Chiropractic Assistant Dr. Lynn Carnaroli, Norwich, CT** **1989-1993**

Managed all aspects of insurance billing for a four doctor practice. Receptionist, chiropractic aide duties, as needed Completed daily bank deposits.

**Receptionist Dr. Michael Keenan, Coventry, CT**  **1988-1989**

Managed all aspects of the Front Desk: greeting, scheduling, insurance, billing,

co-pays, posting payments and maintaining accurate charts for doctor.

**Office Manager Dr. Janice Lee, Willimantic, CT**  **1982-1985**

Managed Front Desk: office and pre-op lab work schedules, maintained

patient accounts, payment insurance pre- authorizations, supplies inventory.

**EDUCATION**

Stone School of Business, New Haven, CT 1977-1978

**COMMUNITY INVOLVEMENT**

Member of Environmental Committee (2010-2011), Welcome Committee (2010-2011), and Recreation and Social Committee (2010-2011) for Walden Woods, Windsor, CT.