



I am dedicated to providing my expertise on the responsibilities of medical records, billing and coding.

Umekia K. Brooks

UMEKIA K. BROOKS
5151 VILLAGE FAIR DRIVE DALLAS, TEXAS 75224 (469)644-6257
EMAIL:UBROOKS1971@YAHOO.COM

Experience and Skills Summary

*Data Entry *Excellent Communication with Healthcare Providers *Computer Skills

*Medical Terminology *Auditing Charts *Record Retrieval

*Basic Computer Skills * Scanning & Uploading of Documents *Knowledge of HIPAA Compliance

*Admissions Coordinator *Marketing *Medical Records *Emergency Medical Technician

*Payroll/ Accounts Payable *Scheduling/Inventory/Invoicing *Customer Service/Telemarketing

*Counseling/Drug Testing *Data Entry/CEHRS *Filing Organizing *Certified Nursing Assistant

Employment History

The Reserve at Richardson -Richardson Texas —Present
Admissions Director

Windsor Gardens- Lancaster Texas - 2013-2019
Medical Records Coordinator

Dalworth Nursing and Rehab- Arlington Texas-2011-2013
Medical Records Coordinator/Accounts Payable

Private Sitter Juliet Fowlers- Dallas Texas-2010-2011
Certified Nursing Assistant/ Part Time

Doctors Healthcare- Dallas Texas-2009-2011
Certified Nursing Assistant/Part Time

United Medicare Ambulance-Dallas Texas-2007-2009
Director of Operations/Marketer

Care Flight/Royal Ambulance/First Response Ambulance Companies- Dallas Texas 2003-2009
Certified Emergency Medical Technician EMT/Paramedic

You're Not Alone Counseling/Job Corp-Shreveport Louisiana 1999-2002
LCDC Intel

Education

Ashworth College- Atlanta Georgia
Certified Electronic Health Record Specialist

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Dallas Baptist University- Dallas Texas
Sociology/Christian Ministry

Southern University -Shreveport Louisiana
Counseling
HIV/AIDS Prevention/Domestic Violence
DHH-OPH Louisiana Office of Public Health

Special Skills, Abilities, Charity, Volunteer Work

Notary/Signing Agent, Tax Preparer
Order of Eastern Stars Volunteers at A&M Hospitalities

I am reliable, dependable and honest

Accept Supervision

Great Attendance and very punctual

Work well with others

Well Organized

Adapt well to any environment

Take pride in my work and the energy I provide to any employer

Personal and Professional Reference Available Upon Request