

Javetta Williams

Billing & Customer Service

Red Oak, TX 75154

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469-334-7646

Results-oriented professional with a strong background in Data Entry and Medical Administrative Assisting as well as a proven track record of success in Customer Service, Billing, and Administrative Support.

Authorized to work in the US for any employer

Work Experience

Security Officer/Supervisor

Landmark Protective Services - Dallas, TX

January 2017 to May 2018

protect the employing party's assets property, people, equipment, money.

Look for hazards such as waste, damaged property, unsafe worker behaviour, criminal activity.

Perform first aid and CPR only when needed.

Night Auditor

Best Western - Dallas, TX

August 2017 to November 2017

Responsible for balancing the revenue and expense transactions which occurs throughout the day.

Greeting and welcoming customers as they approach the front desk.

Answering questions and addressing complaints.

Answer incoming calls and keep messages.

Take up other duties as assigned (houseman, security and shuttle rides.)

Resident Assistant/Med Tech

Brookdale Senior Living Inc. - Lancaster, TX

July 2015 to November 2016

Responsibilities

- Perform administrative tasks such as answering phones and greeting customers, and provide documentation of care and assistance.
- Help residents with daily living, when include using the restroom, bathing and washing and getting dressed.
- Provide assistance to residents who have limited mobility by helping them walk or transporting them in wheelchairs.
- Administer or assist with self-administration of medications in the facility.

•Wash tableware and cooking utensils, perform general cleaning tasks, and deliver soiled linen, etc., to the laundry.

- Assisting with meal and snack preparation
- Working in the dish room as requested
- Serving food and/or assisting residents
- Maintaining the cleanliness and sanitation of kitchens and dining rooms

Skills Used

Learning to pass the medications.

Assisting incontinence residents.

Education

Diploma in Medical

Ultimate Medical Academy - Tampa, FL

2011

Skills

security, customer service skills, excel, retail sales, powerpoint

Certifications/Licenses

CPR/AED

January 2017 to January 2019

Driver's License

Additional Information

- Medical Terminology
- Anatomy & Physiology
- HIPAA Regulations
- Facility Billing
- Reimbursement Systems
- Government & Third-Party Payers
- Electronic Medical Records (EMR)
- Managed Care (HMO, PPO & POS)
- Insurance Claim Billing & Processing
- Diagnosis Coding from Medical Records
- Medical Office Procedures
- Keyboarding & Word Processing
- Medical Practice Management Systems

- TRICARE, Medicare & Medicaid
- MOSS & MEDISOFT
- CPT- 4, HCPCS & ICD-9-CM