

Melissa Christine Stokes

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Experience:

Desoto Injury Rehab

December 17 , 2018 - Present

Office Manager

- Responsible for clinic operations.
- Checked patients in and out, prepared files, answered phones and scheduled appointments.
- Manage and prepared medical billing.
- Refer patients to get diagnostic and orthopedic testing.
- Assisted with training new employees and college externs.
- Prepared Billing/ Charts
- Handled workers comp cases and completed necessary forms for their claim's

MetroSpine Accident Injury & Rehab

April 23, 2018 - December 14, 2018

Chiropractic Assistant/ Office Manager

- Provide patients with excellent and careful care with their therapies such as ultrasounds, EMS, Tens Units, Intersegmental Traction, and other therapies as needed
- Manage all operations of the chiropractic office tasks including answering phones, scheduling appointments, checking patients in and out, preparing patients to see the doctor, maintaining office cleanliness.
- Confer with the physicians the progress of patients and adaptation of the treatment program, provided input on patient's progress, taking medical histories, recording vital signs.

DFW Injury Clinic

September 12, 2017- April 20, 2018

Administration Assistant/ Medical Assistant

- Observed and performed patient's therapies, such as, electric muscle stimulation, ultrasound, diathermy, laser, mechanical traction, exercises and hydrotherapy
- Managed all operations of chiropractic office, tasks include answering phones, scheduling appointments, checking patients in and out, preparing patients to see the doctor, maintaining office cleanliness
- Provided efficient and effective customer service through multitasking, directing, and overseeing 140+ patients on a weekly basis

Central Rehab Chiropractic Clinic

September 3, 2013- September 11, 2017

Administration Assistant/ Medical Assistant

- Handled telephone calls and relay messages to appropriate department or individual
- Completed Workers Comp. paperwork in a timely manner.
- Oversaw office's filing and record management needs as well as scheduled appointments with admin software
- Billing and coding using Medisoft and Rapid software for expedited delivery of Medical Records for reimbursement

Education:

- Everest College 2013
 - Medical Administration Assistant

Skills:

- Proven experience as an administrative assistant for over five years
- Billing and Coding experience for over four years.
- Training in rehab therapy for 5 years particularly in myofascial release and soft tissue work
- Regular interaction with Microsoft
- Strong organizational skills with the ability to multitask

References

Jesus Lorente

Professional Relation: Manager at Central Rehab

(817)709.4732

Marcus Waller

Professional Relation: Chiropractor at MetroSpine

(709)256.1435

Dr. Ronald Kimmel

Professional Relation- MD, Chiropractor at Principal Pain

(817)897.7494

Dr. Brittany Alexander

Professional Relation- Chiropractor at Desoto Injury Rehab

(469)245.6832