

Linnie Lutton

Housekeeping

Lancaster, TX 75146

linniebell@att.net

870-549-0618

Work Experience

CNA - Certified Nursing Assistant

Osceola Therapy Living Center - Osceola, AR

September 2012 to Present

Housekeeping

Absolute Care Management - Osceola, AR

2014 to 2016

Order Filling Assembly/Material Handler/Machine Operator

American Greetings - Osceola, AR

1978 to 2012

the clinic.

REFERCE UPON REQUEST

Education

Masters in Patient Care Technology

Northeastern College - Garland, TX

Skills

55 WPM (Less than 1 year), Billing (Less than 1 year), Bookkeeping (Less than 1 year), Casting (Less than 1 year), Coding (Less than 1 year)

Additional Information

Computer Skills

Word, Excel, PowerPoint, Access, Outlook, EMR

Mission Statement

To provide excellent customer service.

SKILLS INCLUDE

- Medical Office Front Office

- Medical Billing & Coding Knowledge
- Creating Medical Charts and Maintaining Medical Records
- Bookkeeping & Filing
- Patient Scheduling & Education
- Administrative Duties

- Microsoft Proficient
- Taking & Recording Patient Vitals
- Phlebotomy, Injections, IV's
- Data Entry (55 WPM)

- Bandages & Casting
- CPR/First Aid
- X-Ray (digital & processing)
- Knowledge of HIPAA & JCAHO
- Insurance Verification & Billing