Laura Rodriguez

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**Objective**

Seeking a challenging and responsible position that will effectively utilize my training certification, experience, and interpersonal personal skills, while affording the opportunity for career growth.

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**Summary of Qualifications**

* Experience in Referral’s for Diagnostic Testing, in office surgical procedure’s and also Surgery’s
* Knowledge Of EPIC (system)
* Medical records
* Knowledge in ICD, CPT and diagnosis codes
* Knowledge of electronically billing insurance claims
* Verifying Insurance
* Bilingual

* Answering Multiple Phone calls at once and transferring / assting them to appropriate departments
* Honest, trustworthy, respectful and quick learner
* Great with multi tasking

**EMPLOYMENT HISTORY**

Childrens Health @ Lancaster Kiest 3/2014--present

Dallas , TX

Referral Coordinator/ Registar

**.** Verify Insurance

. Answering Phones- Making appts.

**.** Referals for different specialitys

. Some Medical Records

. Check In and Checking Out Patients

A Womens View Womans Healthcare 2006- present  
Dallas, TX

10-2005 thru present

Surgery Coordinator/ Medical Receptionist

* Medical Billing/ Coding
* Referral Specialist
* Surgery Scheduling
* Surgery Coordinator
* Charting Labs and Dx reports
* Updating and verifying medical benefits through their insurance.
* Scheduling and canceling appointments.
* Appointments scheduling
* Assist ‘s the Medical Assist in the back office
* Perform urine test and run affirms
* Ordering Office Supply
* South Hampton Medical Center
* 4-2012- 12-2013
* PRN
* Admitting Clerk/ Insurance Verify
* ER Registar and Admitting Clerk

**Education**

Mountain View College (GED)

El Centro College computer classes

**Certification**

CPR certified

**References:**

Aquia Ward, RN 214-725-1483

Stacy Johnson 214-339-5336

Claudia Rodela 214-729-4236