***Britnie Greene***

***2838 Pebble Beach Drive***

***Lancaster, Texas 75134***

***(214)649-1725***

**Objective –** To establish a career in the health care industry and obtain a Master’s Degree in Public Health Administration and PhD in Health Services.

**Education**

Prairie View A&M University Prairie View, Texas

Bachelor of Science Degree in Health December 10, 2016

Roosevelt High School – Dallas, TX 2009 – 2011

**Employment**

***Kentucky Fried Chicken*** ***– Dallas, TX*** January, 2009 – 2011

Assist with cash register receipts, inventory control, displays, and patron satisfaction. Conduct purchaser settlements and customer service duties as assigned. (Worked maximum student hours /weekly authorized by US Government).

***Macys at Northpark*** – ***Dallas, TX*** (seasonal) December, 2013 – January 2014

(Seasonal) December 2014-January 2015

Assisted customers and handled cash and credit/debit transactions.

***File Clerk for Admission Office* – *Prairie View A&M*** Oct 2013-May 2014

Provided administrative and clerical duties including filing, answering phones, greeting students, parents and University personnel.

***Carter’s Retail Store – Cypress, TX***  March 2015 – June 2015

Assisted customers and handled cash and credit/debit transactions.

***J.C. Penney - Cypress, TX*** August 2016 – December 2016

Retail Assistant –Worked as sales clerk handling cash and credit/debit transactions.

***Bealls – Desoto, Tx*** May 2017- Present

Assist customers, sort freight, and handle register.

***AIM Center for Health and Wellness – Dallas TX***  January 2017 – Present

Quality Metrix coordinator/Receptionist

* Call to schedule patients for Annual Wellness Visit
* Review patients quality Metrix
* Identify gaps in the quality Metrix
* Address these gaps during assessment visit with patients
* Advanced Care Planning discussed with patients
* Performs patient check-in at the time of visit and completes all paperwork necessary to ensure the admitting process is efficient and all clinic and regulatory policies are in compliance.
* Answers phone calls and directs them appropriately.
* Schedules appointments according to office guideline.
* Obtains accurate patient and insurance information, collecting copays and deductible amounts.
* Copies/scans patient access related hard copy materials (e.g. ID, referrals, insurance cards, etc.) into the correct location in the electronic medical record.
* Conducts all functions associated with patient check-out including pricing services, collecting patient responsibility payments and scheduling follow-up appointments.
* Performs duties involving record filing and retrieval and assisting with the filing of registration documentation in electronic medical records.

**References upon Request**