**Summary of Qualifications:**

* Over 17 years’ experience as a Surgical Technologist upholding the highest level of aseptic technique
* Great ability to coordinate and anticipate the needs of surgeons and nurses
* Adept at performing in fast paced environment and assisting in critical operations
* Excel at multi-tasking and working independently or in a team
* Exceptionally well organized; strong work ethic and willing to work hard to achieve employer objectives

**Professional Experience:**

**Alexander Center for Obesity Surgery, Wade Neal Barker M.D. June 18, 2018 through current**

Administrative for Dr. Wade Neal Barker M.D. and assist with Dr. Alexander’s office

* Coordinating Office activities and operations to secure efficiency and compliance to company policies
* Supervising administrative staff
* Billing/Collections
* Appeal insurance companies to fight for the maximum payment
* Dr. Barker merged his practice with Dr. Alexander’s office my job duties listed below at Barker Bariatric Center will remain the same
* Assist surgeon with surgery cases at First Baptist Medical Center

**Barker Bariatric Center July 2012 through June 18, 2018 office closed**

Office Administrator/ Billing, Collections, AR/Clinical Director/Surgery scheduler/Marketing Director

* Coordinating Office activities and operations to secure efficiency and compliance to company policies
* Supervising administrative staff and dividing responsibilities to ensure performance
* Support budgeting and bookkeeping procedures
* Submit timely reports and prepare presentations/proposals as assigned
* Billing/collection for extremely large amounts of unbilled claims
* Appeal insurance companies to fight for the maximum payment
* Verify insurance, managing the status of accounts and balances to identify inconsistencies
* Update accounts receivable database with new accounts or missed payments
* Staff supervision and tasks such as performance evaluations
* Implementation, oversight of day-today management of specific programs
* Monthly spreadsheets of payments, billing, patient reports
* Looking ahead at the schedule to ensure there are no conflicts in staff and physician
* Schedule surgery for three surgeons, take surgery payments, look ahead and coordinate facilities and surgeons schedules
* Predetermination, pre-authorization, pre-certification
* Manage insurance screening and verification with new patients
* 1 year Marketing Director developed new marketing ideas, establish PCP relationship, referral program
* Scrub in surgery at different facilities to assist surgeons

**Forest Park Medical Center Feb.-2009 through Oct.-2015 facility closed**

Certified Surgical Technologist/Student First Assist

* Bariatric Coordinator of the OR for 20+ bariatric surgeons
* Train employees all the bariatric preferences and all the surgical steps to the surgeons cases
* Look ahead at the schedule to make sure we have all supplies for future cases
* Helped hospital obtain the CEO Bariatric Center of Excellence
* Scrubbed Neuro, GYN, Ortho, General, Bariatric, Pain, Plastic, all cases

**Renaissance**

Surgical Tech March 2007 through Feb. 2009

* Scrub bariatric, orthopedics, general, OBGYN, L&D, endoscopy, neuro, vascular, podiatry cases.
* Take one week L&D call one week Endo while working in main OR
* Newborn nursery, designated tech for all fetal demise babies

**Duncanville Surgery Center**

Materials Manager/ Surgical Tech as needed April 2005 through March 2007

* Order supplies as needed and maintain all surgical procedures at an efficient price
* Maintain monthly expense reports
* Scrub cases as needed as well as help sterilize instruments

**Methodist Hospital level 1 trauma**

Surgical Technologist March 2002 through March 2007

* Scrub all cases and teach other externs
* Scrub neuro, trauma neuro, bariatric, orthopedics, vascular, plastic, trauma, organ transplants, cardiac, newborn surgical cases
* Scrub neuro aneurysms, craniotomy, received certificate for endoscopic techniques of brain surgery

**Education**

* Grand Prairie High School
* High Tech Institute – Irving, Texas
* Certificate of Higher Education-Surgical technology GPA 3.8 May 1 2002
* Certified Surgical technologist Dec 16, 2013 current never lapsed #721626
* Surgical First Assist one week lab and online testing AST 2015

**Awards and Memberships**

* CPR Certified, Blood borne pathogens certification, Understanding and caring for morbidly obese patients, Nuclear gauge safety training class, hazmat certification, endoscopic techniques of brain surgery, P.A.C.E. training, Overview of bariatric surgery
* Navicure, Availity, EMR, EHR, for billing and collections

**Professional References**

Dr. Wade Barker Surgeon 214-926-8953

Dr. John Alexander Surgeon 214-773-1014

Dr. Michal Stephan 214-507-7651

Susan George RN 469-442-8795 OR Director FPMC