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| Objectives |
| I seek a challenging position that will allow me to utilize my skills and knowledge, while becoming an asset to the organization. I am an excellent problem solver and possess excellent communication skills as well as outstanding customer service skills. My background includes several years of experience in the banking and medical field. |
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| Experience |
| Date of Employment : 11/01/2015 |
| Children’s Health Pediatric Group |
| Desoto, Texas 75115 |
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| Team Lead |
| * Assist in the operations of primary care practice, to ensure compliance with standards of clinical care. * Review, analyze and collaboratively resolve operational issues including staff and patient family concerns, * Responsible for assisting the Administrator in building and leading a productive staff. * Monitor supplies to help ensure inventory levels for daily practice operations and financial stewardship of Children’s Health Pediatric Group * Back up front desk with scheduling appointments and verification of insurance * Process referral request for specialist visits , obtain pre-cert authorizations for patient benefits * Schedule peer to peer calls for providers to speak with medical director to review patient records for services requested by provider. |
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| |  | | --- | | Experience | | Date of Employment : 10/1/2001 | | All 4 Kids Pediatrics | | Desoto, Texas 75115 | |  | | Practice Manager | | * Create productive schedules that support physicians as they deliver high quality patient care. * Create budget guidelines to maintain and support office profitability. * Manage accounts receivable, including timely and accurate insurance claim processing and patient billing. Process all credentialing and re-credentialing forms for provider. * Back up front desk and back office as needed. * Coordinate daily team huddles * Provide on-gong feedback, training and annual performance and salary reviews for team members within the practice. * Serve as point person for office management duties including but not limited to verifying practice invoices, verify and submit payroll, tax forms, ordering clinical and non-clinical supplies. * Schedule team members to ensure adequate coverage and facilitate request for time off. * Maintain protocols and guidelines as they relate to patient privacy(HIPPA) and team member safety (OSHA). * Manage the interview process , on-boarding and training of new hires | |
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| |  | | --- | | Education  Dates of Attendance : 8/1/1984 To 5/1/1988  Wilmer Hutchins High School Dallas, Texas 75241  Basic Course Work  Dates of Attendance: 12/2004  Western International University    References:  Available upon request | |
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