**Alexis Haggard**

4453 Percy St

Lancaster TX, 75134

**469-567-7537**

lexib4d@yahoo.com

**OBJECTIVE:**

Hardworking, dedicated and outgoing **Administrative Assistant,** seeking to explore career path by applying skills acquired and knowledge gained in the medical environment. Full of passion, energy, and ability to multi-task and provide excellent customer service.

**EDUCATION:**

PCI Health Training Center Graduate

Dallas, Texas

South Oak Cliff High School Graduate

Dallas, Texas

**PROFESSIONAL EXPERIENCE:**

Malaika’s 01/16- Current

Dallas, Texas

Front Office Coordinator- Obtained, organized reviewed and summarized all documents such as records, contracts, policies and procedures. General clerical duties, schedule appointments for consultation, strong keyboard skills, outstanding written and verbal skills, excellent organization and customer service. Answer phones.

Affinity Home Health 10/14-01/16

Grand Prairie, TX

Medical Office Assistant- Personnel, HR organizing. Every new hire info faxed to Attorney General. Insurance credentialing, update nurse aide registry and OIG reports. Criminal history checks, updating black books. Assist with high volume phone lines, updating physical therapy scheduling, PT/OT orders, handle all Physician orders and DME referrals. Scheduling, prepare full staff meetings. QA visit notes. Worked with Axxess and Kinnser.

Naaman Community Health 3/13-9/14

Desoto, TX

Medical Scheduler: Scheduling through Kinnser, supply inventory, answering phones, patient chart, insurance claims, responsible for maintaining a large patient case load, authorizations, intake referrals.

Village Family Dental 10/12-02/13

Dallas, TX

**200 Hour Externship**

Medical Office Assistant; data entry, noted patient information into DentaSoft, scheduling appointments, charting, answering phones, faxing, coping, purchasing supplies, insurance verification, assisted Dr. with dental procedures.

Mckinney Rehabilitation 08/08-10/12

Dallas, Texas

Receptionist – Greet and checking in visitors to the nursing home, answering questions and guiding them to proper location, handling multi-phone lines and transfer calls to correct department, process paperwork for new residents communicating with family Dr and or insurance company. Assist with HR, compiling medical records and charts, drug screen testing, handling referrals.

Force Multiplier Solutions 8/05- 8/08

Dallas, Texas

Surveillance CSR- Reviewing and processing video data using Lexis Nexis and send out citations to The Dallas Police Department, for violators who pass up school bus stop signs.