**Nyle Moore**

1000 Riverbend Dr.

Lancaster, TX 75146

Apt. 404

769-226-5969

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**PROFESSIONAL EXPERIENCE**

**Texas Digestive and Disease Consultant** Dallas, TX 03/18-Current

*Orders Management Coordinator*

* Closing/cancelling physicians order for patients; including verification of receipt in patients chart.
* Obtain or update patient demographics; as well as verifying Insurance.
* Matching and Routing of documents, including Faxes.
* Scheduling patients for procedure; processing mail orders to Pharmacy
* Follow-up on orders based on due dates and policies, including routing matrix
* Provide appropriate feedback to Supervisors/management for deviation or errors; Also perform other assigned duties.

**The Oaks at Flower Mound** Flower Mound, TX 11/17-04/18

*Medication Technician*

* Medication Supervision
* Assisting with activities of daily living(bathing, hygiene,dressing,toileting/incontinence care)
* Light housekeeping/Laundry
* Meal time preperation for residents

**BAPTIST HEALTH SYSTEMS** Jackson, MS 08/15- 10/17

*Unit Clerk*

* Maintained chart order, chart accuracy and chart current data; processed doctor’s orders.
* Admit, Transfer, and discharge patients in unit
* Answered the telephone in a professional manner; direct calls to appropriate individuals and/or take messages; schedule patients appointments.
* Stock units with office and medical supplies weekly; prepare requisitions to maintain established inventories.
* Fax and photocopy information as needed.
* Coordinated specific work tasks with other personnel within the unit as well as within other units and departments in order to ensure the smooth and efficient flow of information and patient care.
* Responded to inquiries from doctors, patients, and other healthcare employees in an effective and professional manner.
* Participate in computer training and assume gradually increasing computer-related responsibilities; Maintain proficiency in medical terminology

**XEROX** Madison, MS 06/13-07/15

*Billing and Enrollment Representative*

* Collected information from customers to determine their qualifications for coverage.
* Enhanced customer experience by answering phones, assisting and resolving customers with problems, and gathered patient information as needed.
* Utilized electronic data system by gathering and editing data for patient's profiles as needed on a dual monitor.
* Responsible for collecting premium payments and filing claims to various insurance companies including Medicare/Medicaid, and process mail order to pharmacy.

**WALMART** Ridgeland, MS 03/12-05/13

*Customer Service Representative*

* Provided customer service by greeting incoming and outgoing customers, anticipated customer needs, and resolved problems satisfactory with minimum supervision needed.
* Performed cashier services, handled large amounts of money daily, operated an automated cash register, processed refunds and conducted intercom announcements.
* Managed inventory by removing expired products off the shelf, restocking shelves with new inventory, and performing inventory control by checking for items in stock.

**EDUCATION**

* Texas State Board Of Pharmacy, Dallas, TX; Licensed Pharmacy Technician, 04/2018
* Hinds Community College, Utica, MS; Certification in Cosmetology, 05/2013
* Callaway High School, Jackson, MS; General Education Diploma, 08/2011

**SKILLS**

* MS Office (Word, PowerPoint, Outlook), Windows Vista, Email, Fax, and Google Document Applications.
* Excellent communication skills, conflict resolver team oriented, willing and quick to learn, ability to self-manage and self-motivated, flexible, and enjoys working with the public and in a team environment.