**Kimberly Jones**

Dallas, TX 75237

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Over the last 10 years I have obtained medical experience working as a Patient Care Rep, Health Unit Coordinator, Inpatient/Outpatient Admissions Rep, and Administrative Assistant. Prior to that I also had obtained six years’ experience in administrative assistance including secretarial, bookkeeping, accounts payable, accounts receivable, billing, and receptionist functions. I am a well-rounded, reliable, and conscientious employee who can work under direct or indirect supervision. My major strengths are in organization, accuracy and attention to detail. I also can complete assigned task efficiently and enthusiastically. I am an individual who can play as a team player or work individually, and able to work within a fast, slow, or moderate environment. I have excellent oral and written communication skills.

WORK EXPERIENCE

# Administrative Assistant

Covance/Labcorp -Dallas, TX

February 2016 to March 2018

Manage the front desk, answer phones, check in participants for pharmaceutical studies, data entry all participants information. I am the first person of contact in the screening area. Assist daily with checking Lab Corp patients in. I managed the participant referrals for payment. I perform various job duties at the same time. Lots of daily multitasking.

# Medicaid Collections

Parallon - Irving, TX

July 2014 to June 2015

* Worked from an Excel Spreadsheet to collected on Oklahoma Medicaid accounts daily,
* Contacted insurance companies for further research on claim status
* Verified eligibility status via phone or through Third Party Commercial Insurance payer websites such as Passport, and Availity.

# Health Unit Coordinator

Parkland Hospital - Dallas, TX -

June 2011 to April 2014

* Answer phone calls, direct calls to appropriate employees and take messages
* File and retrieve hospital and patient documents, records and reports
* Greet visitors
* Kept nourishment area and make sure break room area is kept tidy daily
* Perform general office duties, such as ordering supplies, maintaining records management database system, and perform other basic duties
* Maintained an Excel spreadsheet for patients on the floor
* Maintained operations by following policies and procedures; reporting needed changes
* Check, open, sort and distribute incoming correspondence, mail, including faxes and emails
* Maintains patient confidence and protects operations by keeping information confidential
* Contributes to department by assisting in other related tasks as needed
* Ensured office supplies remain stocked
* Create charts for new admissions, processed Medicare and Medicaid claims
* Kept logs of other department loan out equipment

# Inpatient/Outpaitent Admissions Rep

Mesquite Specialty Hospital (LTAC) -

November 2010 to February 2011

* Performed data entry to key in accurate patient demographic
* Facilitated patient placement and transfers on the care units
* Prepared pre-admission paperwork for upcoming patients
* Prepared reports for distribution for all departments
* Verified patient’s insurance through PassPort
* Educated patients of their rights, responsibilities, and other required information• Facilitated new patient tours in the hospital patient has with the hospital

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EDUCATION

# Nursing Program

University of Texas at Arlington (Current) - Arlington

January 2016 to May 2019

# Associate Degree in Healthcare Administration

University of Phoenix

April 2013 to April 2016

# Accounting

University of North Texas

SKILLS

• Proficient in Word, Excel, Power Point, Access, and Outlook on Intermediate to Advanced level • Oracle/

PeopleSoft • Epic • SAP •Great Plains QuickBooks • Flowcast Medical Appointment Scheduling Software •

Centricity Software • Sales Force • Data Entry 12,000 ksh per hour • Type 50 wpm . (8 years)