# Rebbecca Barretero

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**3416 Park Run Dr.**

**Mesquite, TX. 75150**

## Objective

Seeking to build a long-term career in the medical profession, with a Medical Center that enables me to learn and implement new technologies for the better of the organization, that will utilize my education, skills, and experiences, and which will also provide me with the opportunity for growth and advancement.

# Summary

Efficiently directed office support activities including staff training and supervision, activity and task scheduling, obtaining and allocating resources, management and improvement of internal processes, the implementation of procedures and policies and general office accounting functions. A results-driven team member who interacts effectively with a diverse group of people.

# Work Experience

**Dallas Medical Center**

Dallas, TX.

03/2015 – Present

OR Purchaser

* Obtaining quotes and placing orders for products used in the operating room, cath lab, and IR areas.
* Proactive liaison between suppliers and staff to resolve purchasing supply issues, ensuring and accurate and timely provision of supplies
* Accurately maintain the company purchasing databases and tissue logs to the highest standards.
* Taking, placing and following orders for the company, including stock items, and office supplies.

**Medical City Las Colinas**

03/2017-10/2017

ER Unit Secretary

* Place ER charges in computer for billing
* Answer all calls for ER staff
* Place doctors bed orders
* Help staff with turnover of rooms
* Help staff with minor ER triage procedures( Temp, Blood Pressure, Weight)
* Print report and collect and set charts for medical records.

**Presbyterian Hospital of Rockwall**

03/2014 – 4/2015

ER Registrar

* Co-ordinate office functions and activities for hospital ER registration
* Multiple data base usages for registration
* Review and track daily reports
* ER intake registration, outpatient registration, insurance verification, scheduling
* Multi-line phone system (evening operator)
* Code system operation
* United Healthcare daily report verification
* Financial counsel information
* New employee training
* Daily collections

**Medical City Las Colinas**

03/2006 – 03/2014

ER Registration

* Co-ordinate office functions and activities for hospital ER registration
* Multiple data base usages for registration
* Review and track daily reports
* ER intake registration, outpatient registration, insurance verification, scheduling
* Multi-line phone system (evening operator)
* Code system operation
* United Healthcare daily report verification
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**Dr. Nicholas Bellos & Associates**

03/2005 – 03/2006

Scheduler

* Patient scheduling for in office procedures and hospital procedures
* Insurance verification and authorizations
* Daily lunch service scheduling
* Front desk lead back up
* Insurance coding ICD 9
* Daily collection
* Insurance billing
* Phone operator lead back up

**Dr. Arnold Mech**

03/2004 – 03/2005

Front Desk Receptionist

* Front desk patient intake and discharge
* Insurance verification
* Daily collections
* Insurance coding ICD 9

**Vision Source**

03/1994 – 03/2004

Office Manager

* Manage, schedule, co-ordinate office functions and activities for multi physician office
* Monitor achievement of sales objectives and key performance
* Review and track daily sales reports
* Prepare monthly sales summaries and reports
* Follow up on customer callas and complaints
* Compile internal and external customer communications
* Control expenses and prepare expense reports
* Assist with preparation and tracking of annual budget
* Integrate multiple data bases
* Employee training
* Patient care training
* Pre-testing, patient care coordination
* Front desk operations
* Lead monthly meetings
* Implemented employee care fund plan
* Insurance verification and billing
* Payroll and timeclock

# Technical Skills

* MS Word
* Excel
* Outlook
* Power Point
* Knowledge of accounting, human resources and business management principles and procedures
* Medical insurance coding and billing procedures
* Multiple medical programs knowledge ( Meditech, Lawson, Epic, HMS…)

# Core Competencies

* Organizational and planning skills
* Oral and written communication skills
* Data collection, analysis management
* Attention to detail
* Problem assessment
* Initiative
* Decision making
* Adaptability
* Teamwork

# Education

Eastfield Community College

# References

Dr. Ernest L. Cook 972-841-0255

Kathy McLean RN. 817-715-5090

Bonny Vaughn 817-366-5730

Debbie Jackson 972-979-7941

Mel McMahan 806-584-4813