**Stormmy Alexander**

1019 Babbling Brook Ln

Lancaster, TX 75134

**(214)400-7842**

[**Stormsova07@gmail.com**](mailto:Stormsova07@gmail.com)

**OBJECTIVE:**

A smart, dependable, loyal person looking for a position as a **Medical Office Assistant** with excellent communication skills, energetic, and motivated to help aide in everyday success in the healthcare field.

**EDUCATION:**

PCI Health Training Center 04/18-09/18 5.0 G.P.A

Dallas, Texas Graduate

Ennis Care Center CNA Class CNA Certificate

Ennis High School Graduate

**PROFESSIONAL EXPERIENCE:**

**Touchpoint Health Solutions Medical Call Center** 12/18-12/18

Dallas, TX

**Enrollment Specialist;** Enrolling patients by calling patients with chronic conditions for monthly chronic care management on behalf of their cardiologists.

**Texas Minimally Invasive Surgery Center** 8/18-9/18

**Front/Back office Assistant;** Scheduling/canceling/ rescheduling/confirming appointments, answering phones, verifying health insurance, checking in/out patients, collecting copayments, scanning documents, making charts, maintaining medical records and Electronic medical records. Calling patients to the back to do vital signs and to the rooms.

**Good Hearted Angels** 07/18-Present

Plano, TX

**Administrative Assistant;** Assist the administrator with day to day duties. Communicate with residents and families, scheduling appointments, maintaining medical records, billing, answering phone, advocate for residents so they receive the standard care they deserve.

**Monticello West Assisted Living** 03/17-Present

Dallas, TX

**Nurse Assistant**; **Leadership and Management;** Night shift assisting residents with Activities Daily Living, baths, toileting, feeding

**Heart to Heart Hospice of Texas** 04/09-03/17

Carrollton, TX

**Nurse Assistant**; Traveling from residential homes to nursing facilities providing personal care to terminally ill patients by keeping them clean and comfortable.

**American Hospice** 09/05-04/09

Dallas, TX

**Nurse Assistant;** Traveling from residential homes to nursing facilities providing personal care to terminally ill patients by keeping them clean and comfortable.

Renfro Healthcare Center 09/04-09/05

**Nurse Assistant**; Assisting and providing total care of residents with ADL’s

**ADMINISRATIVE SKILLS:**

Phone Skills Computer Skills Collections

Medisoft Medical Terminology HIPAA

Scheduling Medical Ethics EOB

ICD9/10/CPT Coding Insurance Verification EHR

Coping and Stress Record Management Billing

Copayments Creating Charts Filing

Patient Checkin/out Entering Patient Demographics Scanning Documents

**CLINICAL SKILLS:**

Vital Signs First Aid CPR Certified

OSHA Regulations Patient Education