**Nazzriel King**

[**nazzrielking96@gmail.com**](mailto:nazzrielking96@gmail.com)

**469-478-9789**

**Objective** Dedicated Nursing Medical Front Office professional who provides exceptional clerical and administrative support to nurse’s, physicians, and staff of the hospital and outstanding service to unit patients. Excellent organizational and communication skills knowledge of electronic medical records and familiarity with hospital procedures departments and standards.

**Certifications and Licenses**

CNA, BLS (CPR) Certified

**Skill Highlights**

         Communication, verbal, and written ​​skills

         Multitasking

         Time Management

         Organization

         Computer skills Micro Soft Word, Excel, Outlook, PowerPoint, EMR systems, Epic, Teletracking, Invision

         HIPPA & OSHA

         Interpersonal skills

         Medical Terminology

         Dependability

         Customer Service Skills

**Professional Experience**

**Baylor Orthopedic Associates of Dallas Jan2017-Current Patient Representative**

* Perform patient check-in at the time of visit and completes all paperwork necessary to ensure the admitting process is efficient and all clinic regulatory policies are in compliance
* Answers phone calls and directs them appropriately
* Scheduled appointments according to office guidelines
* Obtains accurate patient and insurance information, collecting co-pays and deductible amounts
* Copies/scans patients access related hard copy materials( ID, referrals, insurance cards,etc) into the correct location in the electronic medical record
* Prepares charts for patient appointments making sure all necessary information is complete
* Conducts all functions associated with patient check out including pricing services, collecting patient responsibility payments and scheduling follow-up appointments
* Perform duties involving record filling and retrieval and assisting with the filing of registration documentation in electronic medical records
* Confirms next day appointments and alerts patients as to what documentation is needed including details associated with time of service payment
* Follows up with patients regarding the missed appointment policy and sends out appropriate communication
* Performs other duties as assigned

**Texas Health Resources Jun2014-Nov2016 Surgery Dept. (OR Secretary)**

* Makes sure Physicians have everything they need to go for surgery far as Striker, Depuy, C-Arm, etc...
* Schedule surgery case’s for Physicians when the surgery coordinator has left for the day
* Call in surgery cases to the Sterile Core so everything is prepare and ready to go for the Physicians and nurses
* Answers telephone/intercom in a polite manner and communicates information to the appropriate staff/family.
* Make sure Physicians face sheets are ready after surgery is complete
* Prepares medical records for new admissions and discharged patients.
* Obtains appropriate nursing staff to assist patients/physicians in the care of the patient
* Schedule and help PCT’s prepare rooms for Trauma surgery
* Make sure OR has the correct Anesthesia for each surgery case
* Make outgoing calls to On-Call Surgeons, Anesthesia, and Nurses in case of a Trauma or Overflow in OR
* Notifies Surgeons there may be a wait if a Trauma comes in, their case may get pushed back
* Documents if an employee calls in sick or going to arrive late for surgery case
* Let Surgeons know if their patient is ICU and will need special care when bringing down for surgery
* Wound Care for surgery cases as well

**Education**

Lancaster High School Diploma

Certified Nursing Assistant Training Program

Texas Career Institute

3302 N Buckner Blvd, Dallas, TX 75228

**References**

Upon Request