**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, Skype**
* **HIPPA & OSHA**
* **Interpersonal skills**
* **Medical Terminology**
* **Dependability**
* **Customer Service Skills**

**Professional Experience**

**Baylor Orthopedic Associates of Dallas Jan 2017-Current Physician Office Rep**

* Assists with patient registration duties by collecting and verifying patient demographics and insurance information, entering changes into the system and photocopying appropriate documentation
* Accepts payments for physician/clinic services according to established guidelines. Posts payments and enters charges into computer utilizing appropriate ICS9 and CPT4 codes.
* Schedules, confirms and verifies patient appointments. Arranges follow-up visits and referral appointments. Pulls chart and prints charge ticket for daily schedule.
* Receives and directs phone calls. Assists patients and other visitors. Responds to routine inquires concerning practice services, hours of operation, etc.
* Assists with medical records duties by pulling charts for scheduled and walk-in appointments, prescription refills and other requests. Retrieves, transports, sorts and files medical record files. Checks for and files misfiled charts. May also copy medical records chart for patient transfers and referrals.
* Verifies patient insurance information by calling appropriate insurance company. Copies the patient’s insurance card for medical records. Obtains patient referral and authorization for insurance company.
* Completes lab and x-ray requisitions as needed.
* Enters hospital charges for physicians who have patients admitted to the hospital.
* **Texas Health Dallas Jun 2014-Nov 2016** Medical Front Office Rep
* **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**

**Education**

**Certified Nursing Assistant Training Program**

**Texas Career Institute**

**3302 N Buckner Blvd, Dallas, TX 75228**

**References**

**Upon Request**