506 Amber Ln Desoto, TX 75115 (469)212-4431\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Senta R. Anderson**

**Objective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A position with a progressive and result-oriented organization seeking an enthusiastic and career conscious person, offering opportunity for advancement and professional development, where my acquired skills may be utilized.

**Summary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Motivated Self- starter, with a Proactive Attitude who Excels in Challenging and Competitive Environment

Excellent Intercommunication , Mediation and Analytical Skills

Strong Organizational and Negotiating Skills, Persuasive, Persistent, and Resolute.

Experience in Windows based Environment. In addition and experience with Millbrook Medical Software.

Exceptional Time Management Skills.

**Employment History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*2015 to present*

***Radiology Scheduling Coordinator*** *Baylor Medical Center*

*Waxahachie, TX*

*Responsibilities include scheduling Interventional Radiology procedures using PAC/RIS systems and Allscripts gateway (Eclipsys). Schedule Ultrasound exams, Biopsy’s of thyroids, lungs, liver, kidney. Prepare day surgery charts for IR procedures.*

*2009 to 2015 Baylor Medical Center*

***Access Services Rep. /Financial Counselor***  *Waxahachie, TX*

*Registered patients for in-patient and out-patient and day surgery procedures. Verify all medical insurances; make sure all medical orders are correct with the hospital policies. Checked in and dis-charged patients in our ER clinic. Responsibilities include process charity applications daily, performing financial counseling by using PEST to assist patients with prices of procedures. . Review bills with patient face to face with concerns regarding the statements and resolve by offering several financial options. Offer assistance for private pay patients with the charity programs. Work with ECI to screen patients if eligible for Government assistance. Patient account maintenance: Care coordination changes. Analyze accounts for accuracy by using TRAC and verifying information provided by employees.*

*2007 to 2009 Baylor Medical Center*

***Non-Government Collector*** *Dallas, TX*

*Responsibilities include, but not limited to collection on commercial insurance carriers. Analyzed claims and determined distributed to the appropriate department. Extensive knowledge of online carrier’s billing system for status. Follow-up and continuously monitor queue for productivity quota. Utilized PATCOM, TRAC, X-CLAIM systems, request medical records/documentation and submit upon request.*

*2005 to 2007 Clinical Neuroscience*

***Billing /AR Rep*** *Dallas, TX*

*Responsible for collections on all commercial carriers, Medicaid, Medicare, workers comp. Collect on all accounts over 30 days daily. File claims electronically and on HCFA forms. Work on medical software Mysis. Handle refund request for patients and insurance company.*

*2002 to 2005 North Texas Neuroscience Center*

***Billing / Account Rep****. Irving, TX*

*Responsible for posting payments, collect for Medicaid, Medicare, workers comp and commercial insurances. Also responsible for medical billing, adjustments, and refund request. Also post medical record payments and hospital charges. File claims electronically and on HCFA. I have knowledge of CPT codes and ICD-9 codes.*

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*1989* Robert E Lee High School, Tyler, TX

*H.S. Diploma*

**Personal References\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Available upon request