**\*JoAnn Beechem\***

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Glenn Heights, TX 75154

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Cell (972)515-7314

**OBJECTIVE:**

My objective is to utilize my knowledge, experience and proficiency to become a valuable asset to an employer who also values compassion, professionalism and dedication.

**WORK EXPERIENCE:**

Biller(2009-Present)

Manger (2005-2009)

April 2005 - present   
Alpha Medical Center | Lancaster, TX 75146

Healthcare Services  
 Electronic billing for office and working rejected claims, balancing charges and daily payments, handling medical records and medical records audits, registration, insurance verification, collections and deposits. Answering phones, customer service and distributing messages accurately and timely. Computer systems include eClinical, Lytec, Microsoft, Soapware and Quickbooks. Hiring and firing of employees and writing employee handbooks.

Manager

November 1999 - April 2005

Mahendra Mahatma, M.D. / Lancaster, TX 75146

Healthcare Services

Job duties included patient registration, insurance verification, deposits, preparing payroll, scheduling, billing and collections, telephone usage and customer service, hiring and terminating of employees and other duties assigned by physician. Computer systems used were Lytec and Quickbooks.

Registrar/Supervisor

June 1986 – November 1999

Medical Center at Lancaster/ Lancaster, TX 75146

Healthcare Services

Job duties included registration of In-patients, Out-patients and Emergency Room patients, scheduled Out-patient services, insurance verification, insurance billing, cashiering, PBX, billing and collections, scheduling of employees and coverage if needed and other duties as assigned by supervisor.

**EDUCATION:**

DeSoto High School

600 Eagle Dr, DeSoto, TX 75115

1981-1985

High School Diploma