

Cyann Wallace

Data entry - Kennedy University Hospital

Mount Laurel, NJ - Email me on Indeed: [indeed.com/r/Cyann-Wallace/410da1096ead95a6](https://www.indeed.com/r/Cyann-Wallace/410da1096ead95a6)

A dedicated individual seeking a rewarding position as a Medical Assistant or related position in a medical practice or hospital where I will apply my experience and love for helping others.

- Medical office management
- Medical billing and coding
- Medical records management
- Data entry
- HIPPA & JCAHO knowledge
- Bookkeeping & filling
- Patient triage
- Blood draws
- Patients scheduling
- EKG skills
- Medical terminology and human anatomy

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Data entry

Kennedy University Hospital - Mount Laurel, NJ - February 2016 to Present

Mt Laurel NJ

Professional Medical Management February 2016- Current

- Verifying insurance eligibility
- Audit accounts
- Process payments
- Data entry
- Incoming and outgoing calls
- Communicating with insurance adjusters
- Communicating with patients

Sales Associate

Target - Cherry Hill, NJ - July 2014 to Present

cashier

- Greet customers in a timely fashion while quickly determining their needs.
- Respond to customer questions in a prompt and efficient manner
- Build relationships with customers to increase likelihood of repeat business
- Provide exceptional customer service by engaging with customers in a sincere and friendly manner
- Recommend merchandise to customers based on their needs and preference

Medical Assistant Intern

Kennedy Health Alliance - Sicklerville, NJ - June 2015 to August 2015

- Roomed patients, took vital signs, and assisted MA with prepping patients for procedures.

- Performed EKG's, observed biopsies
- Cleaned and restocked exam rooms

Dietary Aide

Bentley Nursing Home - Pennsauken, NJ - November 2013 to March 2014

- Served refreshments to residents and meals
- Cleaned work areas, dining room floor, dining room tables and dining room chairs after each meal

EDUCATION**Professional Medical Assistant**

Harris School of Business - Cherry Hill, NJ
2014 to 2015

CERTIFICATIONS**CPR**