

Ann Rex

Camden, NJ - Email me on Indeed: [indeed.com/r/Ann-Rex/6fce5c34e0b723b6](https://www.indeed.com/r/Ann-Rex/6fce5c34e0b723b6)

To secure a career path with a business that embraces and develops one's talents and knowledge around Education, Leadership and Experience using a team focused approach.

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Extended stay - Mount Laurel, NJ - May 2016 to Present

Clean rooms, greet residents, make sure they have what they need

Office Administrator

Northern Liberties Wellness Center - Philadelphia, PA - March 2014 to May 2015

Duties included but not limited to:

- 1) Answering phone and scheduling patients
- 2) Filing, faxing and maintaining charts for doctors
- 3) Work with doctors with billing CPT codes to maximize billing
- 4) Talking with insurance companies to resolve billing issues
- 5) Assist Office Manager with billing for practice

Office Administrator

Chestnut Street Rehabilitation - Philadelphia, PA - August 2007 to December 2013

Philadelphia, PA Dates: 08/2007-12/2013

Duties included, but not limited to:

- 1) Answering phone and resolving patient scheduling
- 2) Filing and maintaining patient charts for doctors
- 3) Assist with billing CPT codes
- 4) Talking with insurance companies to resolve billing inquiries
- 5) Assisting Office Manager with billing

SAHM Household Financier/Supervisory

Handle all the scheduling, finance, and logistics for a family of three.

1) Home Health Aide/CNA

Dedicated Staffing - Pennsauken, NJ - February 1992 to April 2006

- 2) Provided personal care services and support physical therapy program with home exercise and related activities
- 3) Provided patients with compassionate dignified care
- 4) Monitor patients diet and blood sugar and dispense medication

1) Cashier/Sales

Strawbridge & Clothier - Moorestown, NJ - July 1998 to March 2003

- 2) Customer Service
- 3) Inventory

EDUCATION

Diploma in Medical Billing and Coding

Harris School of Business - Voorhees, NJ

Certificate of Completion in Dental Assisting

ASI Career Institute - Burlington, NJ

SKILLS

Office Skills (8 years)

ADDITIONAL INFORMATION

CPR, First Aid, Medical Terminology, Medisoft Billing Software, Office Procedures, Medical Coding and, Billing Procedures, Pathogens, Surface Disinfection, Patient Care, Periodontics/Endodontic, Instrument Processing, Moisture Control, Radiation Safety, Oral Radiography, Preventative Dentistry, Orthodontics, CDC/OSHA Regulations, Patient Records, Risk Management.