

Karim Gomez
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Professional Experience:

Visiting Nurse Services of New York

Third Party Credit and Collections Coordinator

April 2019-Present

- Review, audits and analyze data and documentation for billing, collections and recertification.
- Monitor updates and maintains tracking systems necessary for timely submissions of invoice to NGS (National Government Services).
- Identifies issues/trends in regards to timely collection of payments and reports directly to upper management.
- Continuously reviewing cases that are missing documents and following up with appropriate personnel throughout the company to ensure timely submission of invoice.
- Collaborates with other teams and team members on a daily basis to figure out the best processes to enhance and strengthen workflow throughout the departments.
- Reviews findings and offer solutions in regards to different issues we are experiencing with upper management and puts these solutions into place while carefully adhering to strict CMS guidelines.

Visiting Nursing Services of New York

March 2016-April 2019

Hospice Intake Coordinator

- Collaborate with patients, family members, physicians and other medical personal to facilitate admission of patients.
- Run daily reports on Census and potential admissions for the week for the entire referral center.
- Audit E-charts to ensure all pertinent information has been imputed into system correctly to ensure payment of service is not interrupted based on Medicare/Medicaid standards.
- Enter referrals into two different programs and notifies our liaisons on received referrals. A synopsis and location of the case is given.
- Verify patient's insurance to ensure that Hospice care is covered under the patient's policy. If pre-authorization is needed then we ask for that as well.
- Build a schedule through excel to create worksheets for the current day and following day to show the nurses schedule and to show what nurse will see what patient. There is also a third worksheet that is created to show the evening staff what nurses are still out in the field, or if we need an evening staff nurse to go and see a patient.
- Teach and train new employees for 6 weeks on processes and procedures throughout our referral center to ensure new trainees receive proper training and create great work habits.
- Order and ensure delivery of Durable Medical Equipment and supplies of patients coming onto the program.

Centerlight Health Systems

April 2015- October 2015

Enrollment Specialist

- Keep track of all patient orders within the PACE program.
- Contact doctors and schedule appointments to meet to sign off on unsigned orders.
- Oversee records of orders coming in and out using multiple excel spreadsheets. These spreadsheets were updated regularly.
- Create new spreadsheets weekly for new orders being sent out for signatures.
- Report directly to site director to give weekly update on orders outstanding.

Axion Healthcare LLC

March 2009 – October 2015

Administrative Assistant (March 2009 – April 2014)

Contracted to Elderserve (August 2013 – April 2014)

- Worked with a team to help company audit and transfer paper records to electronic documentation.
- Assisted in filing accurately into medical records.
- Audited and helped facilitate signing off on care plans by physicians.
- Audited electronic documentation to ensure paperwork in correct order according to licensing agreements.

JPMorgan Chase**January 2013 – June 2013****Bank Teller**

- Handled cash and other monetary instruments.
- Delivered top-notch customer service to all customers.
- Identified all needs of customers and introduce to bankers as needed.
- Successfully adhered to strict standardized policies, procedures and protocol.
- Analyzed customer profiles to recommend solutions to potential problems.

Kings County Hospital Center**March 2009 – December 2012****Clerical Associate (Contracted from Axion Healthcare LLC)**

- Conducted patient interviews to verify insurance information for billing.
- Schedule appointments for patients to be seen by a specialized doctor.
- Assist doctors by making phone calls and retrieving various medical forms.
- Answered incoming phone and relayed various messages to both nurses and doctors.

Skills:

Microsoft Office- Word, Excel, Access and PowerPoint; book keeping; cash handling.

Education:

College of Staten Island- BS, Accounting

January 2014