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| Karim Gomez  Software Engineer     |  |  | | --- | --- | |  | Karim.Gomez29@yahoo.com | |  | 347- 860- 7118 | |  | 2114 Glenwood Road  Brooklyn, NY, 11210 |     Education  John Hopkins University, Whiting School of Engineering  Baltimore, MD  Certification Software Engineering (Sep 2021)    College of Staten Island  BS Accounting (Jan 2014)    Additional Skills  Microsoft Office- Word, PowerPoint, Excel, Outlook, Access  HMTL  CSS  JavaScript  MySQL  Express  jQuery  React  MongoDB    Certifications  Certification of Web Development (John Hopkins University) | Career Objective    Adaptable professional with 23+ years of experience and a proven knowledge of application development, database design, and website architecture. Aiming to leverage my skills to successfully fill the Software Engineer role at your company.  Experience    **Third Party Credit and Collection Coordinator**  Visiting Nursing Services of New York, New York, NY / Jan 2019 - Present   * Review, analyze and audit documentation for billing, collections and Medicare application and re-certification. * Run daily, weekly and monthly reports, along with building multiple spreadsheets that analyze trends, forecast possible mishaps in future billing and potential mishaps in Medicare/Medicaid penalization. * Update, monitor, and maintain all tracking systems necessary for timely submission of documentation and accounts receivable collections. * Identify issues/trends regarding collection and payments, makes recommendations based on findings, and initiates/follows up with the resolution to ensure timely collection and adherence to departmental, agency, and external policies/guidelines. * Review invoices from insurers and reconciles accounts and adjusts inaccuracies as needed * Manually bill cases thru CMS systems to ensure timely payments. Identify errors and aid in solving disputes via adjustments or appeals.     **Hospice Intake Coordinator**  Visiting Nursing Services of New York, New York, NY / Mar 2016 - Jan 2019   * Collaborated with patients, family members, physicians and other medical personal to facilitate admission of patients. * Ran daily reports on Census and potential admissions for the week for the entire referral center. * Audited E-charts to ensure all pertinent information has been inputed into system correctly to ensure payment of service is uninterrupted based on Medicare/Medicaid standards. * Entered referrals into two different programs and notified our liaisons of received referrals. * A synopsis and location of the case is given. * Verified patient's insurance to ensure that hospice care is covered under the patient's policy. * Confirmed pre-authorization as needed * Created patient visit schedule worksheets for nurses * Trained new employees on processes and procedures throughout our referral center to ensure properwork habits and understanding of guidelines. * Ordered and confirmed delivery of incoming medical equipment and patient supplies coming onto the program.     **Enrollment Specialist**  Centerlight Health Systems, Brooklyn, NY / Apr 2015 - Oct 2015   * Tracked all patient orders within the PACE program. * Contacted doctors and scheduled appointments to meet to sign off on unsigned orders. * Monitored and updated spreadsheets of records of incoming and outgoing orders * Created new spreadsheets weekly for new orders being sent out for signatures. * Provided weekly reports of outstanding orders to to site director   Axion Healthcare LLC Mar 2009 - Oct 2015    **Administrative Assistant**  Axion Healthcare LLC, Brooklyn, NY / Mar 2009 - Apr 2014    Elderserve Aug 2013 - Apr 2014   * Worked as part of a team to help company audit and transfer paper records to electronic documentation. * Assisted in accurate filing of medical records. * Audited and facilitated physicians’ approval of care plans. * Audited electronic documentation to ensure paperwork in correct order according to licensing agreements.     **Bank Teller**  JPMorgan Chase, Brooklyn, NY / Jan 2013 - Jun 2013   * Handled cash and other monetary instruments. * Provided top-notch customer service to all banking? customers. * Identified customer needs and introduced them to bankers as needed. * Successfully adhered to strict standardized policies, procedures and protocol. * Analyzed customer profiles to recommend solutions to potential problems.     **Clerical Associate**  Kings County Hospital Center, Axion Healthcare LLC, Brooklyn, NY / Mar 2009 - Dec 2012   * Conducted patient interviews to verify insurance information for billing. * Scheduled patient appointments with for specialized medical staff * Assisted doctors by answering phone calls,retrieving various medical forms, and relaying various messages to medical staff.   References    References available upon request |