

Lexi Allen

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PROFILE

Healthcare Revenue Cycle professional with 5 years of experience in front and back end Revenue Cycle Management. Skilled in analyzing aging reports, utilizing deductive reasoning to problem solve, resolving complex outpatient billing claims, storytelling issues on accounts all while maintaining accuracy and details in my work.

EMPLOYMENT HISTORY

Jun 2022 — Present	Cash Application Analyst , Karcher <ul style="list-style-type: none">Responsible for managing financial transactions up to \$1M daily in lock-box and \$200k in credit cardsReconcile the sub ledger daily and accurately matches customer's remittance with invoicesResearch and post unidentified payments, and handle refunds	Aurora, CO
Mar 2021 — Jun 2022	Corporate Account Analyst, Colorado Center for Reproductive Medicine <ul style="list-style-type: none">Managed billing for 5 clinics with a monthly revenue of \$2M dollarsReported trends in processes at each clinic and assist with resolutions and implementation of new processes all while decreasing aging revenue by roughly \$100k-\$200k a monthPresented detailed analysis of reimbursements to VP of Contracting and Revenue CycleAudited billing and ensured services were authorized and coded accurately	Lone Tree, CO
Jul 2020 — Mar 2021	Business Administrative Assistant, Columbus Light and Water <ul style="list-style-type: none">Finalized billing and maintained records of delinquent accounts for customersReconciled and prepared bank deposit for approximately \$100K in payments and provided teller services as needed	Columbus, MS
Sep 2017 — Jul 2020	Revenue Cycle Associate, Drayer Physical Therapy <ul style="list-style-type: none">Reconciled \$2M dollars of electronic payments from insuranceCompleted EDI enrollments for commercial and government payersAppealed denials based upon reason code	Columbus, MS
Aug 2016 — Jul 2017	Administrative Support Staff, Children's Health Center <ul style="list-style-type: none">Conducted monthly time audits for providers and nurses, and handled daily patient data entryAssisted the front office with scheduling, insurance verification, and triage as needed	Columbus, MS
Oct 2015 — Aug 2016	Community Service Intern, Mississippi University for Women <ul style="list-style-type: none">Coordinated and led 25 students in a home for Habitat for Humanity projectArranged facilities, program materials, advertising, transportation, food, and equipment for community service projects	Columbus, MS

EDUCATION

Aug 2015 — May 2017	B.S in Healthcare Management, Mississippi University for Women	Columbus, MS
Aug 2013 — May 2015	A.S in Liberal Arts, East Mississippi Community College	Mayhew, MS

SKILLS AND SOFTWARE

Microsoft Excel	Raintree
Analytical Thinking	Centricity
Problem Solving	Waystar
Athena	SAP
Mac Practice	Google Workspace