

# Onisha Stubbs

## Medical Field

DeLand, FL 32724

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I am a very hard worker with a great bubbly personality.

### WORK EXPERIENCE

#### Front Desk Receptionist

U. F. Health - Jacksonville, FL -

2016-03 - 2017-07

Greet patients and clients by their name in a friendly manner

- Perform opening procedures for the office manger
- Organized and maintain patient records, content forms, payments
- Answering multi-lines
- Billing insurance companies (Medicaid, Florida Blue, Tri-Care, )
- Making appointments and scheduling surgeries for doctors
- Reconciling invoices and making daily deposits at end of business day
- Computer software system for patients information EPIC

Front Office / Check Out

#### Front Desk Receptionist

Orthopedic - Jacksonville, FL -

2015-12 - 2016-03

Collect and process payments

- Pull charts for doctors
- Check and balance the journal on daily
- Print out daily appointments for check -in
- Send all invoices to the appropriate insurance companies
- Answer all multi-phones lines and assist callers
- Computer system familiar with All script, EMR, Nextgen

#### Scheduler

Myers, FL -

2015-03 - 2015-06

Schedule patients for examine and procedures

- Responsible for patients diagnostic test and surgical procedures as ordered by Referring physician
- Effective communication with all staff in the hospital
- Answer multi -lines and take messages or direct to the appropriate parties

- Mail receiving and outgoing
- Front Office

## **Clerk**

Chase -

2013-11 - 2015-01

Dermatology Marco Island, FL - November 2013-January 2015

- Schedule patients for surgeries
- Collect lab and pathology reports from doctors
- Maintain the correct billing to the appropriate insurance companies EMR, ALLSCRIPTS
- Assist the physicians on Mohns surgeries ED&C and E&S
- Order all office supplies as well as instruments use and sample medications

Front Desk Clerk

Dr. Yuvencio Lehigh Arce's, FL May 2009- July 2012

- Making appointments for patients daily
- Billing the insurance companies, Medicaid, Medicare, Florida Blue, Tri -Care
- Taking co-payment and self- pay from patients
- Verifying insurance from all providers

## **ADDITIONAL INFORMATION**

### **Skills**

- Customer and Personal Service
- Computer Skills
- Judgment and Decision Making
- Complex Problem Solving
- Time Management
- Coordination
- Social Perceptiveness