

Idalmy Gonzalez

Assistant Business Office Manager - Insurance verification/ Authorization

Clermont, FL 34715

idalmygonzalez6_g39@indeedemail.com

WORK EXPERIENCE

Assistant Business Office Manager

Insurance verification/ Authorization - Ocoee, FL -

2016-11 - Present

Assistant Business Office Manager

- * Attended morning meeting to discuss Daily census, Resident concerns and Case mix group levels
- * Ensured Daily Census and Detail admission /Discharge report is accurate and complete each morning
- * Load Insurance and resident information into the system
- * Communicated with residents and family members about the financial responsibilities
- * Collected residents' liability payments
- * Assisted with verifying insurance benefits
- * Assisted with getting and updating prior authorization or Policy numbers for residents' entry in to the facility
- * Posted cash batches for end of month
- * Assisted with Month End invoices
- * Communicated with insurance companies about residents' progress
- * Disenrollment to straight Medicare as needed
- * Bank Deposits and Post all deposits for commercial, Medicare, Electronic Payment, credit card payments and private payments into the system
- * Billed and post Medicaid Claims in a timely manner
- * Assisted with processing Medicaid applications
- * Ensured proper documentation is received for the Medicaid process
- * Communicated with DFCS to ensure Medicaid guidelines
- * Maintained the residents' trust account
- * Notified residents and family members about notices of non-coverage
- * Inputting Ancillary charges (x-rays, lab, pharmacy, iv) Monthly
- * Create Medicare claims and MVP verification for triple check monthly Mail all statement once a month, letters and phone call follow up
- * Cover administrative/ Receptionist Front desk and Provide facility tours as needed

Account Payable Coordinator

Metropolitan Jewish Health system - Brooklyn, NY -

2014-09 - 2016-07

07/2015-07/2016

- * Timely processing of all vendor and contract payments
- * Verifies and checks all invoices for proper charges
- * Matches invoices to purchase orders and adjusts accordingly for discrepancies

- * Verify vendor legal names in IRS and set up 1099 information into great plains
- * Processes and inputs a high volume of vendor invoices and check requests into the Great Plains system
- * Processes weekly payments of invoices, print checks, responds to both in-house and vendor inquiries
- * Opens and distributes mail; maintains vendor master lists and maintains files of all checks cut with appropriate backup.

Billing Patient Financial Services Coordinator

Metropolitan Jewish Health system -

2014-09 - 2015-07

- * Manage daily task procedure by entering homecare split billing/review all screens for each task to make sure they are all accurate
- * Update the payers, review and enter denial updates
- * Insurance Verification for Hospice and Homecare
- * Import and reconcile the Medline Medical supplies reports for accurate billing
- * Review and update the active splits report on Allscripts weekly discharge active billing splits
- * Unverified and update codes for finance administrative cost procedures
- * Insert and update comments for the United Health Care Medicare Collection Report in Allscripts
- * Secure all tasks into the assigned spread sheet
- * Answer high volume of emails and internal calls

Staff

SUNY Downstate Medical CTR -

2011-04 - 2014-04

Medical Assistance programs

- * Certified in all DOH HRA Medical assistance applications to properly apply patients for medical insurance
- * Assist inpatient and outpatient with NYC health insurance programs eligibility/Charity Care program
- * Secure all accounts with proper Demographic and Insurance information
- * Review all Emdeon, Stockamp reports and Registrations for errors to be corrected
- * Distribute and collect authorization signatures on all state and federal mandated forms
- * Oversee a staff of 3 Financial interviewers in a high volume department
- * Maintain proper files/documentation for each employee
- * Manage Payroll as needed, Staff schedule and staff training

Patient Financial Services Administrative Coordinator

SUNY Downstate Medical CTR - Brooklyn, NY -

2007-07 - 2014-04

Patient Financial Service Senior Credit Interviewer

SUNY Downstate Medical CTR -

2007-07 - 2011-04

- * Interviewed all inpatients and outpatients for any NYC health insurance programs eligibility/ Charity care
- * Registered all patients on Emdeon to secure Code 4A for Medicaid applications

- * Distributed and collected authorization signatures on all state and federal mandated forms
- * Secured all accounts with proper Demographic and Insurance information
- * Answered inquires and propagated all incoming calls from patients, physicians and hospital departments

Guest Service Agent

Hampton Inn Chelsea Hotel - New York, NY -

2005-06 - 2007-07

- * Offered information pertaining to available services and facilities on the hotels point of interest and entertainment attractions.
- * Greeted, registered and assigned rooms to guest
- * Assigned beds for scheduled, emergency and urgent admissions
- * Maintained all call records of service
- * Answered high volume of incoming calls and maintained high standard of excellence

EDUCATION

Associate Degree in Hospitality

Katherine Gibbs School - New York, NY