

JENNIFER BONNER

1148 Richfield Lane
Avon, IN 46123
United States

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SKILLS PROFILE

Registered Medical Assistant Certification #: 2688653
Proficient in both front and back office duties
Scheduling appointments using computer software
customer service
Experience in Obtaining Prior Authorizations from various insurance companies
Operation and maintenance of computer equipment
industry coding and terminology skills
Expert in Microsoft Office, including Outlook, Word, Excel, and Access
Website Management
Documentation of customer encounters

EDUCATION

Brown Mackie College, Indianapolis, IN
Medical Assistant, Graduated September 27, 2014
GPA: 3.9

Indiana University, Bloomington, IN
Informatics, 2008 - 2011

Ben Davis High School, Indianapolis, IN
Graduated in the top 15% of the class, 2008

American Medical Technologists Registration
Granted 7/21/2016 - 8/1/2019
Registration #: 2688653

RELATED EXPERIENCE

Hendricks Regional Health 8244 E US Hwy 36 #1270 Avon, IN 46123 9/6/2016-Present
The trained staff of Avon Ophthalmology provides a full spectrum of eye care - from treating eye conditions to providing visual exams and surgical care.

Ophthalmic Technician

Responsible for performing imaging of the eye for diagnostic treatment, educational and research purposes in support of the Department of Ophthalmology. Also responsible for testing, including Humphrey/Goldman Visual Fields, visual acuities, and automated lensometry. Interviewed patients and recorded histories, Snellen Charts, managed patient medical records, and assisted with biometries. Completed insurance paperwork, including obtaining pre-certifications from various insurance companies. Also responsible for scheduling patient appointments prior to and post surgical procedures, along with required testing.

State Of Indiana - Department of Labor 402 W. Washington St. Indianapolis, IN 46204 06/23/2015 - September 5, 2016
<http://www.in.gov/dol/index.htm>
(37.5 hrs/wk)

Administrative Coordinator

Position functions within the Indiana Department of Labor's INSafe division providing extensive administrative support and coordination for the INSafe consultants. Primary responsibilities include:

- *Certified State of Indiana Procurement Agent; responsible for purchasing responsibilities for the INSafe Division if the Indiana Department of Labor;
- *Responsible for approving and budget checking all travel and expense reports for the division;

- Serve as OSHA Express Administrator; perform daily start-of-day, end-of-day, error correction and weekly and monthly back-up for the OSHA Express system;
- Participate in monthly federal OSHA IT Teleconferences for Consultation;
- Complete accurate and timely records and reports related to work schedule and work activities;
- Remain up-to-date on relevant changes in SIC/NAICS codes, federal OSHA High Hazard Industry List, OSHA website and the Consultation Policies and Procedures Manual.
- Respond to incoming inquiries via phone, email, fax, postal mail or walk-in clients;
- Receive, process and assign all requests for consultation and related activities for INSafe Health and Safety Consultants within the allotted time frames;
- Issue all employer correspondence as it relates to consultation (e.g. visit consultation acknowledgment letters, consultation reports, hazard correction letters, etc.) within the allotted time frames;
- Perform data entry tasks related to consultation activities;
- Serve as INSafe Fleet Manager to manage vehicle usage logistics;
- Serve as the INSafe Division's Records Retention Coordinator;
- Schedule conference calls, meetings and other room assignments as requested;
- Participate in projects to enhance the INSafe division; and
- Complete other projects, duties or requests as assigned and reports related to work schedule, work activities and/or travel or reimbursement requests.

Eskenazi Eye Clinic 720 Eskenazi Ave. Indianapolis, IN 46202
(40 hrs/wk)

10/27/2014-06/22/2015

Ophthalmic Technician/Surgery Scheduler

Responsible for performing imaging of the eye for diagnostic treatment, educational and research purposes in support of the Department of Ophthalmology. Also responsible for testing, including Humphrey/Goldman Visual Fields, visual acuities, automated lensometry, and OCT testing. Performed Phlebotomy, patient histories, urine dipsticks Snellen Charts, managed patient medical records, and patient vital signs. Also responsible for scheduling all clinic ophthalmic surgeries and appointments. Responsible for coordination of surgery schedule for 7+ doctors. Completed insurance paperwork, including obtaining pre-certifications from various insurance companies. Also responsible for scheduling patient appointments prior to and post surgical procedures, along with required testing. The position also involved patient triage.

Eskenazi Eye Clinic 720 Eskenazi Ave.
(40 hrs/wk)

09/1/2014 - 10/1/2014

Student Extern - Medical Assistant

Responsible for performing imaging of the eye for diagnostic treatment, educational and research purposes in support of the Department of Ophthalmology. Also responsible for testing, including Humphrey/Goldman Visual Fields, visual acuities, automated lensometry, and OCT testing. Performed Phlebotomy, patient histories, urine dipsticks Snellen Charts, managed patient medical records, and patient vital signs.

Indiana State Government 402 W. Washington St. Indianapolis, IN 46204
Full-time (37.5 hrs/wk)
Indiana Department of Labor

2/3/2014 - 9/1/2014

Survey Research Assistant

- Collect or assist in the collection and coding of data for compliance with various federal and state OSHA reporting mandates regarding workplace injury, illness, and fatality;
- Interprets collected survey information to determine appropriate coding of data into the Bureau of Labor Statistics (BLS) and the OSHA reporting systems using standards defined in North American Industry Classification System (NAICS);
- Input survey data into various reporting systems, including BLS's SOII
- Contact BLS stratified sample employers to conduct phone surveys to illicit more details (clarifications needed) on occupational injury and illness

- Also served as Receptionist
- Answered phones and greeted customers. Directed calls to the appropriate designations
- Sorted and forwarded mail and performed various errands for appropriate employee

Indiana State Government 7811 Milhouse Rd, Indianapolis, IN 46241

9/1/2013 - 2/2/2014

Full-time (37.5 hrs/wk)

Clerical Assistant 3

- Verified/Scored accuracy of prepared tax documents
- Prepared notification/updates for meetings, upcoming events, and other pertinent information for the department
- Responsible for preparing training material for future temporary employees
- Responsible for training temporary employees for upcoming tax seasons

Indiana University 275 N. Jordan Ave. Bloomington, IN 47405

09/1/2008 - 5/11/2011

Part-Time (30+ hrs/wk)

Neal-Marshall Black Culture Center

Undergraduate Office Assistant/Web Design

- Responsible for updating/creating web pages for the Neal-Marshall Website
- Help plan and implement annual events for the center
- Responsible for creating banners and advertisements for all annual events
- Printing/faxing/answering phones/filing/mailing