

Jennifer Griffin

Helen, GA

jennifergriffin329_3w4@indeedemail.com

404.906.0798

#readytowork

Authorized to work in the US for any employer

Work Experience

Patient Access Representative

ENT Institute - Gainesville, GA

April 2018 to April 2020

Greet and direct patients to the proper destinations within the clinic, register new and existing patients, check insurance availability, assist patients with insurance and clinical questions, data entry, patient chart research, insurance research and problem solving, follow strict HIPAA guidelines to ensure patient information is kept safe, quick typing skills to ensure high productivity.

Front Desk Specialist

Athens Orthopedic Clinic, P.A. - Athens, GA

July 2015 to April 2018

Greet and direct patients to the proper destinations within the clinic, register new and existing patients, check insurance availability, assist patients with insurance and clinical questions, data entry, patient chart research, insurance research and problem solving, follow strict HIPAA guidelines to ensure patient information is kept safe, quick typing skills to ensure high productivity.

Head Teller/Teller/Customer Service Representative

Community & Southern Bank - Carrollton, GA

July 2008 to May 2015

Assist customers with their banking transactions, processed deposits, maintain a well balanced money drawer, perform daily Head Teller duties, balance the ATM, work with Microsoft Outlook, Excel and Word. Follow strict banking laws and guidelines as well as customer confidentiality laws and guidelines. Opened customer accounts and service existing customer accounts.

Teller/Assistant Head Teller

The Community Bank - Loganville, GA

2006 to 2008

Assisted customers with their banking transactions, processed deposits, maintained a well balanced money drawer, assisted the Head Teller in her daily duties, balanced the ATM, worked with Microsoft Outlook, Excel and Word. Follow strict banking laws and guidelines as well as customer confidentiality laws and guidelines.

Front of House Manager/Server

Johnny's Pizza - Winder, GA

2004 to 2006

Server/Front of House Manager

Served customers along with managing up to 10 employees at one time during high volume times of service.

Education

College Prep

Georgia Multiple Listing Service School of Real Estate - Tucker, GA

2005

College Prep

Shiloh High School Snellville - Snellville, GA

1996 to 2000

Skills

- Microsoft Office Suite (10+ years)
- Typing (10+ years)
- Customer Service Skills (10+ years)
- Customer Relationship Management (10+ years)
- Medical Insurance
- Insurance Verification
- Medical Records
- Scheduling
- Epic
- Billing
- EMR
- Receptionist
- Excel
- Training
- Microsoft Excel
- Outlook
- Clerical
- Management
- Word
- coding
- Phone Etiquette (10+ years)
- Data Entry (10+ years)
- Health Insurance Portability & Accountability Act (5 years)
- Insurance (5 years)
- Management Experience (5 years)
- Office Experience (10+ years)
- Administrative Experience

- HIPAA
- Medical Billing
- Medical Office Experience
- Medical Scheduling
- Restaurant Management
- Computer Skills
- Medical Terminology
- Office Management

Certifications and Licenses

Barrow County Work Ready Silver Certificate

June 2009 to Present