

Vanessa Talavera

Referral Specialist

Lancaster, CA 93535

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(818)302-5502

Lead Patient Service Coordinator with 10- years' background in medical office. Broad knowledge of Radiology services. Interested in pursuing an Lead administrative position.

#readytowork

Authorized to work in the US for any employer

Work Experience

Referral Specialist

Centene/Health Net Federal Services - Woodland Hills, CA

October 2019 to Present

- liaison between hospitals, physicians, health plans, vendors, and patients, or other referral sources.
- Verify insurance coverage and obtains authorizations if needed from insurance coverage.
- Enter referrals and documents communications, actions, and other data in an information systems.

Lead Patient Service Coordinator

San Fernando Valley Advance Imaging - Panorama City, CA

October 2009 to September 2019

Maintaining daily operation of medical office with a team of four.

- Performing check in duties; insurance verification.
- Charge entry; answering phones; maintaining files; time cards.
- HIPAA training monthly.

Medical Receptionist

El Proyecto Del Barrio Family Clinic - Arleta, CA

June 2007 to August 2008

Scheduled and greeted patients; answered telephones; purchased supplies; and performed data entry, billing, and coding.

- Maintained new referral tracking system that improved patient care; identified and resolved problem of delays in patient treatment.

Education

Diploma in computerized office administrative assistant

American Pacific College - Van Nuys, CA

Skills

- Bilingual (10+ years)
- Computer Skills (10+ years)
- Team Player (10+ years)
- Dependable (10+ years)
- Front Desk
- Front Office
- Medical Billing
- Reception

Additional Information

- Team oriented, reliable, dependable and dedicated worker.
- Bilingual Spanish/ English.
- Computer skills, Microsoft Office 2010, Medisoft Version 16.
- Fast and efficient learner.