

Pamela D. Sparks

Contact

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Education

Certification Medical
Coding/Billing from Career Step
2019
Itawamba Community College
Fulton, MS pending 4/2021
Associate of Science:
Marketing Management
Presidents List 2019-2020

Key Skills

- MS office Suite
- Adobe Photoshop/Premiere Pro/InDesign
- Google/Facebook Analytics
- Procreate
- 3M Encoder & Reference Software
- Knowledge of HIPPA, Coding Guidelines, Posting Charges, Payroll, Invoicing, Medical Terminology/ Transcription, CMS 1500 Claim/UB Claim Forms.
- Citrix/Epic
- Skype/Zoom/Google Duo
- Knowledge of CRM
- Hootsuite
- SEO management

Profile

- Administrative Assistant with 20 years' experience. Providing administrative support to Nursing managers and Chief Nursing Officer.
- Adept at coordinating meetings, appointments, schedules, and completing payroll functions to further support many departments.
- Possess strong problem-solving and prioritization skills.
- Increased efficiency by 100% by converting manual filing systems of education material to an electronic filing system.

Professional Experience

Nursing Administrative Assistant

Baptist Memorial Hospital 11/2009-Present & 2002-2005

- Oversee day-to-day processing of payroll for 200 employee's including review of time sheets and computing pay
- Overseer of all education records for facility
- Internal point of contact for all nursing managers as well as the Chief Nursing Officer
- API active Staffer Coordinator
- Coordinator of PR events for Hospital; Breast Cancer Awareness Luncheon, Relay for Life, and Heart to Heart Luncheon

Dr. Craig Cleveland Billing Assistant

Booneville, MS 10/2008-7/2009

- Documented and filed insurance claims
- Assisted in patient fitting of eye wear
- Repairing of eye wear
- Setting up appointments

Payroll/Accounts Payable Manager

Tecumseh Products 9/1999-10/2002

- Oversee all payroll administrations, taxes, garnishments, assisting Accountant with many GL functions
- Invoicing, Paying invoices, prepare monthly reports including reconciliations, and many other accounting functions

Professional References

Jana Crittenden, CNO Baptist Hospital	662-720-5002
Jana.Crittenden@bmhcc.org	
Fiona Howell, ER Nurse Manager	662-720-5407
Fiona.Howell@bmhcc.org	
Robert Massey, Nursing Informatics	662-720-5169
Rober.Massey@bmhcc.org	
Edith Boren, Surgery Nurse Manager	662-720-5123
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