

# Kathy Cha-Sharma

Los Angeles, CA 90032

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I'm seeking a career that's related to my Bachelor degree in Business. I also have a QuickBook Online Certification, and another Bachelor in Japanese. I'm a self motivative individual with a drive to solve problems, learn new skills, improve my those skills.

Authorized to work in the US for any employer

## Work Experience

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### **Administrative Assistant/Billing Clerk**

California Wound Healing Medical Group - Los Angeles, CA

June 2018 to Present

- Multi-tasker
- Organize hard copy medical records
- Scanning medical records
- Faxing request
- Responding to faxed request
- Verify patient's health insurance coverage and benefits (Eligibility)
- Typing: 60 WPM
- Data Entry (Patient's Demographic)
- Attention to details
- Review and correct patient's demographic and insurance coverage
- Experience with billing software and clearing house vendors: Prime Clinical System, Dr.Chrono, Office Ally, Ability Network, and Payspan
- Medical Insurance and Medical Group contracting/in-network enrollment
- Provider portals registration
- Request authorizations
- Billing medical claims to all health insurances and medical groups
- Manage and follow up on billed claims
- Identify and analyze problem claims
- Appeal and correct denied claims
- Knowledgeable about EFT/ERA/EOB
- Download EFT/ERA/EOB from Office Ally and provider portals
- Post insurance payments and adjustments
- Training and supervising new trainees
- Manage calls
- Provider customer service in a professional manner
- Address all patients or client inquires
- Experience with scheduling
- Contacting traveling providers and regional managers
- Perform other tasks from the manager and administrator
- Excellent with Microsoft Office: Word, Excel, and Outlook

- Excellent with Google Suite: Google Doc, Spreadsheet, and Mail

### **Medi-cal Payment Poster and Billing Office Assistant**

Premier Healthcare Services - Los Angeles, CA

August 2017 to June 2018

- Data entry
- Check source documents for accuracy
- Input accurate date entry
- Scan, copy, and distribute mails
- Organize and file reports and EOBs
- MS Excel, and Word
- Report to Branch Managers about notes
- Read and understand EOB's.
- Process electronic/manual remittance.
- Reconcile and post payment to accounts receivable system
- Enter data from source documents into prescribed computer database
- Insure timely and correct payments on patient's invoices
- Resolve invoice discrepancy
- Process adjustment on a line item basis
- Identify unpaid invoices and notify the appropriate parties

### **ADMINISTRATION ASSISTANT**

FLORIN HIGH SCHOOL

January 2009 to June 2009

- Organize Files
- Copy and Scan Files
- Record Messages
- Assist Office Staff as Needed
- Maintain Inventory

## Education

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### **BACHELOR OF SCIENCE in Business Administration, Option: International Business**

CALIFORNIA STATE UNIVERSITY - Los Angeles, CA

May 2017

### **BACHELOR OF ART in Japanese**

CALIFORNIA STATE UNIVERSITY - Los Angeles, CA

May 2017

## Skills

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- Payment Posting experience in a Healthcare environment. (1 year)
- 10-Key by touch (7 years)
- Continulink Billing Software (1 year)
- Microsoft Office:Excel, Word, Power Point, Access, Outlook (7 years)

- Data Entry
- Administrative Support
- Excel
- Swimming
- Medical Billing
- Medical Records
- Insurance Verification
- Accounts Receivable
- Prime Clinical System (2 years)
- Communication Skills
- QuickBooks Online
- Accounting
- Office Management
- Strong Writing, Reading Skills

## Certifications and Licenses

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### **QuickBooks Online Certification / Certified ProAdvisor**

Present

1. QuickBooks Solution for Clients: Understand client's needs, subscription recommendation, billing option, creating QBO company, QBO ecosystem (Apps)
2. Client Onboarding: Proper workflow for clients, charts of accounts, adding products/service, customer, vendors, creating invoices, bills, and checks
3. Special Client Onboarding Task: Set up sales tax, sales forms, client's access, apps for clients.
4. Managing your Client and Work: Manage the clients list, subscription, my team, my work, and client's request
5. Supporting your Small Business Client: Customer & vendor workflow, create estimate, purchase orders, credit memos, vendor credit, transaction, and journal entry
6. Reporting: Financial Statement, Income Statement, Cash Flow, reports of charts of accounts, and etc.
7. Banking and Tools: Manage receipts, reconcile transactions, recurring transaction, creating bank rules, best bank feed workflow
8. Preparing Clients' Books: Reclassify transaction, write-off invoices, prep for tax, closing the books.

## Assessments

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### **Scheduling — Highly Proficient**

May 2018

Measures a candidate's ability to cross-reference agendas and itineraries avoid conflicts when create schedules.

Full results: <https://share.indeedassessments.com/attempts/ce352842d5fed0fdf80ca6b8f351e7b6eed53dc074545cb7>

### **Filing & Organization — Expert**

May 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/cc227a7b15caa4cf676cea70c8c58535eed53dc074545cb7>

### **Written Communication — Proficient**

May 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: <https://share.indeedassessments.com/attempts/4db6c91aa075ea49d26e30d293d2d074eed53dc074545cb7>

### **Numerical Reasoning Skills — Proficient**

April 2020

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs.

Full results: <https://share.indeedassessments.com/attempts/c58b12533dfec1ededdd9253ae1c65d2eed53dc074545cb7>

### **Data Entry — Highly Proficient**

April 2020

Entering data quickly and accurately.

Full results: <https://share.indeedassessments.com/attempts/44af37e6023b0a43402826a0ef1e0d39eed53dc074545cb7>

### **Attention to Detail — Highly Proficient**

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/df1f0ea0abe4abb1450b2678a2782e1ceed53dc074545cb7>

### **Following Directions — Highly Proficient**

May 2020

Following multi-step instructions.

Full results: <https://share.indeedassessments.com/attempts/af7f8006f29a46674f0aab77a21dd77feed53dc074545cb7>

### **Work Style: Reliability — Highly Proficient**

May 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/8698d7f255c3782618dd10f2a9d7892aeed53dc074545cb7>

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **Additional Information**

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MANAGEMENT, COMMUNICATION, LEADERSHIP, AND SALES

- Handle and resolve customers inquiries.
- Provide excellent customer service
- Develop and sale products/services
- 70 WPM
- Interpersonal communication
- Attention to Details
- Highly organized and responsible
- Self-starter, quick learner and good listener
- Maintain professionalism
- Coordinate reports
- Multi-Tasking skills
- Organized, flexible, attentive to detail, independent, team player, interested in learning
- Excellent computer skills
- QuickBooks Online Payroll