# Vincent Tran

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# WORK EXPERIENCE

Patient Advocate I – MedRisk/Select Provider Network (SPNet) March 16 2020– present

* Navigate Salesforce web application to schedule Workers’ Compensation patient appointments
* Provide ongoing service to Select Medicals workers compensation clients
* Serve as the liaison between the contracted client company and the contracted providers/facilities
* Obtain authorizations as directed per contract/agreement.
* Provide location on the closest facility per agreement.
* Provide electronic scheduling services to patients.
* Confirm scheduling of each patient as requested.
* Communicate with providers/facilities routinely regarding patient and authorization status.
* Maintain and update computer program daily of each active patient by Client Company, diagnosis, authorized treatment, etc. Provide initial evaluation, progress notes and discharge notes as requested by Client Company.
* Provide patient compliance information to case managers and adjusters per agreement.
* Work with Care Management Supervisor to assess needs for expansion of new service area opportunities with existing accounts.
* Respond to complaints, concerns and questions of active clients and providers.
* Establish excellent working relationships with client, case managers and adjusters
* Maintain a constant level of professionalism and customer service
* Work with all departments and inter-company staff as needed.
* Other duties as assigned.

Full-time Physical Therapy Technician/Receptionist for Texas Med Clinic – Pro Sports Rehab July 2018 – December 2019

* Instruct patients with therapeutic exercises under supervision of physical therapist
* Monitor patient responses to exercise and report to supervising therapist
* Set up equipment for therapy
* Navigating EMR system for patient medical records
* Collect patient vital signs before exercise
* Work with Workers’ Compensation patients
* Schedule patients for appointments
* Answer phone calls
* Data entry with patient exercises and insurance
* Clerical duties with billing and insurance
* Verify treatment authorization and insurance claims
* Computer skills for creating flowsheets and encounter forms
* Scanning and faxing paperwork
* Monitor patient attendance
* Transfer between other clinic locations on half-days

**Intern at Select Physical Therapy** May 2015 – August 2015

* Clean work area stations for next patients
* Restock items for tools and work station treatments
* Help physical therapists with treatment modalities
* Observe physical therapists treat the patients in rehab care with exercise routines
* 120 hours of observation

# Honors & Affiliations

St. Edward’s University Dean’s List for the Fall of 2015 · Alpha Phi Omega Fraternity, Rho Lambda Chapter · Asian Student Association Historian

Go-Project Volunteer · GlobeMed member · The Leadershape Institute 2014 · GivePulse

# Education

# St. Edward’s University, Austin TX - Graduation Date: May 7 2016

# From 2013 to 2016

# Bachelors of Arts Degree in Kinesiology Pre-Physical therapy emphasis

* Flatiron School – Full Stack Software Engineering, in progress as of March 22, 2021
* Udemy 2021 Complete Python Bootcamp From Zero to Hero in Python Certificate

https://dev.to/am20dipi/i-finished-a-coding-bootcamp-what-was-it-like-256j

# Awards

* HES Employee of the Year – Medrisk
* <https://customink.wd5.myworkdayjobs.com/en-US/CustomInk/job/Austin-TX/Software-Engineer--REMOTE-Opportunity_REQ5080>
* https://revature.com/jobs/entry-level-computer-programmer/?rx\_campaign=indeed117&rx\_group=132044&rx\_job=elcp-austin-tx-20211227&rx\_r=none&rx\_source=Indeed&rx\_ts=20220204T040008Z&utm\_medium=cpc&utm\_source=indeed&rx\_medium=cpc&rx\_p=OYOXAZE6M7&rx\_viewer=f390f93006e311ec948911a060999437f7710292198e419e88e9e09083b444b1