

# Your NAME

## CAREER OBJECTIVE

To obtain a challenging position with an organization that has philosophies centered on quality, customer service, the goals of students, and the belief that the people within the organization contribute to the success of the company.

## PROFESSIONAL EXPERIENCE

UT Medical Group  
8/06-current

Coordinator/Administrator

- Provided office assistance to the Senior and Middle Level Administrators of social environment.
- Serve as liaison between nurses and others to ensure proper insurance communication.
- Provided excellent phone communication on multi-line phones and also interpersonal skills that created great business.
- Provided insurance information and coding for patient surgery needs.
- Assisting with scheduling patient's surgeries and appointments.
- Keep accurate tracking records of files and other patient information to provide current insurance information.
- Assistant with triage OB/GYN, Colorectal, General Surgery.
- Collaborate with medical staff with assisting the needs of the physicians and patients.

## WEST CLINIC

1/06-8/06

MEDICAL RECORDS CLERK II

- Organize and maintain the contents of medical records in accordance with prescribed procedures and completeness of patients' files.
- File, copies, and performs related clerical duties for the maintenance of an effective medical records system.
- Prepare fee tickets for patients.
- Analyzes medical records to ensure that all required information is documented and notes deficiencies for missing data to be completed by attending physicians or other staff.

- Controls the retrieval and return of medical records to the file room.
- Enters data such as diagnosis, treatment, admitting on clinic-wide automated information system for retrieval by any hospital division
- Schedule appointments for patients.
- Prepare laboratory Specimens for different departments within the clinic.
- Perform other laboratory testing.( Blood Smears, levels of specimens, urinalysis)

Kids R Kids Learning Center  
1/05-06

Pre-K Teacher

- Provided learning activities to students.
- Working with children daily routines
- Prepared lesson plans.
- Prepare for next school level.
- Teacher-Parent conferences.
- Teacher curriculum based lessons.

## SKILLS

Management skills, customer service, Database troubleshooting solving skills Windows 2000; Window XP; PowerPoint ; Microsoft,Excel; Print Shop; Spreadsheet; Internet/ Intranet proficient; e-learning, Dreamweaver, Database systems, Database security systems, filing, administration duties, multi-phone skills hospital scheduling, Touchworks, IDX, medical terminology, EMR, Coding, (EKGs, pharmacology, clinic testing, urinalysis, Venipuncture, All invitro- lab testing, HCT, HCB, Triage, Gyn/OB clinic duties, colorectal /general surgery duties),management duties.  
10-key; General office machines

## EDUCATION

RUST COLLEGE, Hollysprings, MS

Bachelor of Science, Business Administration/Management 2004-completed

DELTA TECHNICAL COLLEGE, Southaven, Ms

Registered Medical Assisting Degree, 2006-completed

University of Phoenix, Germantown, TN

Masters of Business Administration, Healthcare Management, 2007-current

## REFERENCES

Excellent Professional and Personal References available upon request