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Education:

Bachelor of Science, Major: Health Administration, Minor: Long Term Care

University of Phoenix Graduated: October 2013

Master of Science, Major: Psychology Estimate: 2018

Professional Experience:

Financial Clearance Unit Representative

NYU Langcome / Hospital of Joint Diseases, New York, New York 05/2014- 5/2017

- Collection and distribution of necessary data by conducting and documenting pre-registration, registration and admitting processes.
- Facility reimbursement for each episode of care, determine and verifying payment sources and obtaining necessary payment and authorization
- Initiative to identify and resolve issues
- Communicate and work effectively team with all internal and external consumers

Patient Account Representative

Vanguard Staffing / Methodist Hospital, Brooklyn, New York 03/2014- 5/2014

- Customer Service Experience.
- Able to manage physician calls.
- Insurance verification
- Scheduling for multiple practices and 26 providers
- Multi-task and detail oriented
- Must be able to meet a quote of 40+ calls a day.

Professional Billing Data Specialist 1

Beth Israel Medical Center, New York, New York 6/2013- 1/2014

- Performs clerical duties and is responsible for entering data into the IDX System for registration, charge posting, and time of service payment in addition to routine clerical duties
- Responsible for requesting information necessary to process charge tickets and ensuring that all documents are accurately and properly reconciled
- Responsible for verifying and updating insurance information
- Responsible for reconfirming and updating patient demographics
- Ensures that all time of service payments received with charge tickets are verified and processed accurately
- Ensures that all charge tickets are posted accurately and efficiently into IDX system
- Ensure that all transmittals are marked posted and forwarded to the posted transmittal folder
- Ensure that all referrals and claim forms are separated and forwarded to the documentation folder

- Responsible for updating patient registration
- Responsible for obtaining Utilization Threshold Authorization for verifying patient eligibility
- Ensures that all posted charge tickets are filed in an orderly manner
- Ensures that all completed batches are added to the daily control log
- Review and batch all charge/payment documents, prepare batches cover sheet, time stamp and record as defined
- Answer phones, contact referring physicians for licensing information and prepare IDX dictionary updates as necessary
- Responsible for rejection posting

Perioperative Service Data Specialist

Mount Sinai/ Beth Israel Medical Center

6/2007- 6/2013

- Fill and distribute daily schedule for physicians and medical staff
- Complete daily attendant log
- Maintain and update physician and patient data
- Manage front desk operation
- Complete insurance and other claim forms
- Organize and maintain confidential medical files and records
- Apply billing codes when necessary
- Obtain and log insurance information
- Assist colleagues with their workload
- Ensure patient charges are reviewed and forwarded to finance within 24-48 hours

Key Skills:

- Managed Care
- Admitting/Registration
- Medicaid Billing
- Spanish

Software Portal:

- Navinet
- ePaces
- Eagle/Mainframe
- GE Healthcare Centricity
- Epic
- Availity