

JOHN DOE

Baltimore, MD
(XXX)XXX-XXXX
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Enthusiastic health systems management professional seeking to utilize skills in patient billing, scheduling and quality assurance.

CORE QUALIFICATIONS

- Team oriented and adaptable
- Exceptional attention to detail
- Proficient with EPIC database
- Highly skilled in insurance verification and polices

EDUCATION

University of Baltimore, Baltimore, MD
B.S. in Health Systems Management

May 2019

Related Coursework:

- Health Information Systems
- Health Care Law and Risk Management
- Health Finance
- Health Planning and Program Evaluation

RELEVANT EXPERIENCE

Patient Service Coordinator, National Spine and Pain Center, Baltimore MD August 2017-Present

- Perform patient check in procedures such as; collecting and verifying insurance information, distributing registration forms, and addressing patient needs and concerns
- Transmit all reports and record request to referring physician offices and other parties as request by each provider
- Print and copies necessary paperwork from patient charts in accordance with medical records requests, adhering to all HIPAA and NSPC compliance procedures
- Properly prepares charts in advance of scheduled appointments, tracking referrals and authorizations as required under insurance polices

ADDITIONAL EXPERIENCE

Student Ambassador, University of Baltimore, Baltimore MD

May 2018- Present

- Serves as the first point of contact in the office and directs inquires of students, faculty, staff, and visitors to appropriate point person
- Assist in coordination of special events such as welcome back parade, commencement ceremonies, and student appreciation month

Administrative Assistant, Brooklyn Park Middle School, Baltimore MD

August 2016- August 2017

- Managed the office sign-in sheet by inputting and logging student information regarding attendance
- Performed clerical and administrative duties such as; answering phones and emails, copying and faxing, and assembling student folders
- Coordinates and schedules all room assignments for faculty and staff