

WARD CLERK UNIT SECRETARY ADMISSIONS AND DISPOSITIONS CLERK 3RD PARTY LIABILITY CLERK PATIENT

Executive Summary

Seeking a part-time nonmedical/retail position that will afford me the opportunity to use my various social and professional skills. strong organizational and problem-solving abilities, demonstrating sound judgment in establishing priorities and making decisions. *Well-Developed interpersonal skills; interact effectively with people on all levels; remain calm during stressful situations. *innovative and resourceful, with the ability to recognize valuable applications for new ideas and a talent for successful implementation. *Conscientious and quality-oriented with an earned reputation for dependability, efficiency and professionalism.

Core Qualifications

- MS Word
- MS Excel
- MS Powerpoint
- SOX (Sarbanes-Oxley Compliance) Training
- Adult CPR/AED Certification

Professional Experience

Ward Clerk, / Unit Secretary, Admissions and Dispositions Clerk, 3rd Party Liability Clerk, Patient Eligibility Clerk, Public Relations Assistant

- As Supplemental/Cooperative Care Clerk, initiated and tracked a program to conclusion with an annual budget of \$700,00 for over 40,000 beneficiaries.
- Maintained outpatient health records, determining eligibility of patients.
- Single-handedly overhauled a repository of 1,000 specialized records, receiving consecutive superior ratings.

Company Name January 2012 to Current HR/Payroll Supervisor Accounting Apprentice

City, State

- Prepares payroll, taking into consideration non-standard shifts and overtime pay Process Out of Cycle check requests as needed Compute vacation, holiday and sick time Process weekly payroll following the guidelines of the Collective Bargaining Agreement Respond to requests for income verification and/or employment verification Respond to associates questions/concerns in a courteous, pleasant manner Maintain payroll files Monthly reporting and reconciliation Implement payroll policies Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments Respond to unemployment Insurance claims Pull queries for various monthly reports, reconcile and process check request for Conducts monthly SOX audits Check and audit timekeeping records and master file changes for compliance with established standards Update rates of pay and calculate retroactive pay Respond to inquiries in a timely manner Preparation of weekly financial reporting for multi-sites and multi-states Perform various accounts payable and accounts receivable functions Month-end closing - preparation of P&L Statement and balance sheet Financial forecasting and analysis Back-up HR Manager in all facets of HR duties.

Company Name October 1993 to January 2012 Shipping and Receiving Clerk/Scheduling Clerk/Inventory Control Clerk/Customer Service Representative/Payroll Administrator

City, State

- Verified and kept records on incoming and outgoing shipments Prepared items for shipment Received items into warehouse Compared identifying information for incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records Scheduled appointments for product to be delivered to the warehouse as well as shipped out of the warehouse taking into consideration delivery times and warehouse availability for product Complied and maintained records of quantity, type and value of material, equipment, merchandise or supplies stocked in establishment Counted merchandise in stock and posted totals to inventory records via computer Provided information to customer by verifying understanding of requests and answering questions Resolved billing problems by identifying the problem; explaining the procedure and forwarding the required adjustments Maintained payroll information by collecting, calculating and entering data Updated payroll records by entering changes in exemptions, insurance coverage, savings deductions and job title and department transfers Resolved payroll discrepancies by collecting and analyzing information Provided payroll information by answering questions and requests Maintained payroll operations by following policies and procedures; reporting needed changes Maintained employee confidence and protected payroll operations by keeping information confidential.

Company Name January 1983 to June 1992 Assistant Supervisor, Air Evacuation Clerk/Assistant Supervisor, Inpatient Records Clerk/Supervisor Medical Service Accounts Officer/Patient Affairs Clerk/Hospital Outpatient Records Clerk

- Supervised a support staff of six in managing all administrative functions related to patients using air evacuation services.
- Coded each diagnosis and prepared concise medical histories to be entered into computer for patient's Aerovac Medical Record.
- Personally managed difficult non-medical attendant issues directly with stateside facilities, ultimately saving hospital thousands of dollars.
- Entered discharge diagnosis and procedures into computer for all inpatient and ambulatory surgeries (3,000 cases annually) generated by 60 providers, ensuring that the proper paperwork was accurate and complete.
- Obtained and compiled records for various audits, reviews and committees.
- Assisted in pulling and screening more than 1,800 medical inpatient and outpatient records in support of JCAHO.
- Upgraded several deficient functions within Inpatient Records; corrected discrepancies dating back three years.
- Managed the hospital leave program, as well as mail and distribution program.
- Significantly upgraded hospital's Regulation Program, resulting in elevation from a marginal to outstanding rating.
- Drafted and implemented several innovative proposals to improve administrative efficiency.

- Developed updated operating procedures for Mail & Distribution Office ensuring prompt and error-free service to 80+ departments.
- Responsible for collecting cash, posting of ledgers and maintaining accountability for the Medical Service account.
- Prepared billings; maintained files and ensured security of cashier's cage.
- Restructured hospital's insurance billing and accounts receivable system, resulting in outstanding ratings.

Education

University of North Carolina 1982 Bachelors of Arts : Sociology City Sociology

Military - 1983- 1992

Skills

accounts payable, accounts receivable, administrative, administrative functions, Back-up, balance sheet, billing, billings, budget, cashier, concise, CPR, delivery, diagnosis, Financial forecasting, financial reporting, HR, Insurance, inventory, managing, MS Excel, Mail, Office, MS Powerpoint, MS Word, Month-end closing, payroll, policies, proposals, receiving, reporting, Sarbanes-Oxley, taxes, type