

# Office Coordinator Pulmonary



Shanna Gates

Euclid, OH

## Job Preferences:

Desired job title:	Office Coordinator Pulmonary
Desired occupation:	Healthcare / Healthcare Administration
Employment type:	Full time
Career status:	Active job seeker
Available to start:	04/2020

## Work Experience:

02/2017 – Present	<p>Research Finance Specialist University Hospital Finance, Accounting/Finance</p> <ul style="list-style-type: none"><li>* Ensure compliant research billing practices for assigned departments, including knowledge and applications of CMS regulations, maintaining UH billing standards, record maintenance and grant reporting.</li><li>* Develop patient care clinical project budgets, coverage analysis and budgeting principles.</li><li>* Maintenance of accurate administrative records, including database entries and reporting, to meet management goals.</li><li>* Provides guidance to colleagues and assists department research personnel in research patient billing matters.</li><li>* Daily review/reconciliation of research charges</li><li>* Resolves Research financial/billing issues</li></ul>
03/2016 – 02/2017	<p>Financial Coordinator Cleveland Clinic Foundation</p> <ul style="list-style-type: none"><li>* Daily review/reconciliation of research charges for depts.</li><li>* Resolves Research Financial/billing related issues</li><li>* Provides Customer Service and support to research patients and personnel</li><li>* Make error corrections while reviewing various systems audit reports</li></ul>
10/2014 – 03/2016	<p>RCM Physician Billing Cleveland Clinic Foundation</p> <ul style="list-style-type: none"><li>* Credit balance resolution</li></ul>

- \* Account Reconciliation
- \* Cash Adjustments/ Postings
- \* Review patient charts and flag inaccurate or incomplete information
- \* Correctly code and bill medical claims to insurance companies, government and commercial payers.
- \* Research patient claims, followup to ensure correct coding for services, payment of claim.
- \* Prepare transplant packages/claims for patients and submit for payment on behalf of patients.
- \* Responsible for training new hires

08/2014 – 10/2014

#### Account Rep

Howard Hanna

- \* Entered financial information and payments to guarantee that employees and vendors were paid accurately and on time.
- \* Entered financial data into the company accounting database to be verified and reconciled.
- \* Finalize purchase and listing agreements
- \* Establish QuickBooks accounting system to reflect accurate financial records.
- \* AR/PR

12/2011 – 07/2014

#### Lockbox Support, Customer Service

Bank of Nevada

Customer Service

- \* Scanned and entered numerical data into a database in a timely and accurate manner.
- \* Accurately documented, research and resolve customer service issues empathetically and professionally.
- \* Organized forms, filed records, and prepared correspondence and reports.
- \* Responsible for training new hires
- \* Produce monthly reports using advanced excel spreadsheets.

05/1994 – 07/2011

#### Cash Processor, Check Adjustor

Federal Reserve Bank of Cleve

- \* Reconciled debit reports, margin reports to reach in-house goals and objectives.
- \* Created daily and weekly cash reports for accounting management
- \* Balance daily holdings and general ledger accounts
- \* Prepare Entries and post financial transactions
- \* Balance monthly general ledger accounts to accurately record cost and month end accruals.
- \* Balance daily holdings (currency) in the automated vault using accounting software and cash applications.
- \* Prepare shipments of currency to various financial institutions.
- \* Responsible for training new hires

#### Skills:

n/a:

CMS, DATABASE, coding, Quickbooks, excel spreadsheets, communicating, organizing and solving problems, innovative, Team Leadership and Building Skills, analytical