

Office Coordinator Pulmonary



Shanna Gates

Euclid, OH

Job Preferences:

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

- * 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