

Jennifer Hall

1531 Blue Horizon Drive
Clermont, Fl. 34714
407-929-2050

Objective: To obtain a position in the healthcare field utilizing my skills, and capabilities for the benefit of the practice. I currently have 18 years experience in healthcare and enjoy patient contact.

Work Experience: 2002 to 2004: Florida Physicians Medical Group
2501 North Orange Ave.
Suite 689
Orlando, Fl. 32806
(407) 303-2422

When hired by Florida Physicians Medical Group I was placed in the gyn-Oncology office at Florida Hospital Cancer Institute.

- * Answering a 6 line phone system, pagers, and walkie-talkies
- * Scheduling appointments
- * Entering patient charges, and payment
- * Daily close procedures, and balancing
- * Knowledge of CPT and ICD-9 codes
- * Check-In, charting, updating demographics, verify insurance, obtained authorizations, and collected patient copays.
- * Sending medical records, and adhering to HIPPA guidelines

2004-2005: Sandlake Imaging
9350 Turkey Lake Rd.
Orlando, Fl. 32819
(407)363-2772

When hired by Sandlake Imaging I was the womens center coordinator.

- * Scheduling mammograms, breast biopsy, cyst aspirations
- * Obtaining authorizations
- * Retrieving previous films for comparison
- * Mailing out reminders
- * Checking-in, scanning all paperwork, verifying insurance collecting copays., and backing up front desk when necessary

2006-2008: Lori Lambert, MD (OBGYN)
7051 Dr. Phillips Blvd.
Suite 5
Orlando, Fl. 32819
(407)363-2000

When hired on at Dr. Lamberts office I was primary check-out, and surgery scheduler.

- * Making follow-up appointments for our office as well as other facilities
- * Scheduling sonograms in office and at Winnie Palmer
- * Obtaining referrals
- * Entering patient charges, and payments
- * Daily balancing, and end of month closing procedures
- * Worked on monthly aging report
- * Scheduled gyn-surgeries, and c-sections.
- * Explained OB Contracts and collected
- * Backed up front desk when needed
- * Assisted in phone triage when needed

2008-Present: Michael J. Tortorella, MD (OBGYN)
7300 Sandlake Commons Blvd.
Suite 320
Orlando, Fl. 32819
(407)363-1003

When hired here I was the office manager fill-in and billing coordinator.

- * Entering daily charges/payments
- * Daily closing, end of month closing, and end of year closing
- * Balanced company checkbook
- * Accounts payable
- * Accounts receivable
- * Sending claims electronically, and paper
- * Updating CAQH, and insurance re-credentialing
- * Employee Payroll
- * Surgery Scheduling/Authorizations
- * Meeting with Health Inspector during yearly surprise visit.
- * Ordering all IUD's and coordinating patient benefits
- * Ordering all office supplies
- * Working closely with off site accountant for monthly/yearly income figures, balancing the books, and all accounts, making payroll tax deposits, 940/941
- * Make daily bank deposit
- * Front desk back up when needed
- * Answering phones
- * Taking bids from vendors, and shopping around to save the company money.
- * Coordinating internet/newspaper ads, conducting interviews, assisting in hiring new employees
- * Coordinating employee health benefits with our carrier
- * Giving references for previous employees
- * Employee Profit Sharing
- * Working the monthly aging report