

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Patient Services Coordinator, Oncology at Crescent Specialty Clinics (1.6 Years)
- Patient Access Representative at Southern Ambulatory Care Group (1.3 Years)

Incomplete registration details often slowed downstream work. A focused review of demographic, insurance, and coverage documentation helped improve record readiness before billing activity.

LEADERSHIP & AWARDS

- Workflow Resource Recognition, supported newly hired coordinators with registration, records, payment handling, and service guidance.
- Patient Service Contribution, maintained calm communication and accurate documentation during high volume oncology clinic sessions.
- Safety and Privacy Leadership, consistently applied patient confidentiality and healthcare safety practices in clinical settings.

EDUCATION

High School Diploma
Ramsay High School 🎓 GPA: 4.0 📅 2023 📍 Birmingham, AL
Coursework: Patient records, medical terminology, healthcare privacy, office software

CERTIFICATIONS

- HIPAA and Patient Privacy Training 📅 2024
- Bloodborne Pathogens and Healthcare Safety Training 📅 2025

TECHNICAL SKILLS

- **Registration Systems:** Electronic registration systems, patient intake workflows, demographic verification
- **Insurance Documentation:** Insurance verification, claims documentation, coverage review
- **Patient Records:** Medical records, patient charts, patient histories
- **Billing Operations:** Encounter forms, billing sheets, charge entry
- **Payment Processing:** Payment posting, co pay collection, deposit collection
- **Cash Controls:** Cash drawer management, daily cash reports, reconciliation
- **Communication Tools:** Telephone support, office software, computer systems
- **Patient Flow:** Transport coordination, wayfinding, arrival coordination
- **Privacy Practices:** HIPAA, authorized disclosures, confidential records
- **Safety Practices:** Bloodborne pathogens, biohazard awareness, radiation safety

PROFESSIONAL AFFILIATIONS

- Oncology Clinic Operations, supported coordinated intake, documentation, payment activity, and patient movement.
- Healthcare Patient Access, contributed registration and claims documentation knowledge across specialty outpatient services.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST