

Gloria Morgan-Johnson

859 So. Sunset Ave San Jose, CA 95116

(408) 509-6317 / gfmorganjohnson@gmail.com

Career Objective:

To obtain a position in a company that fully utilizes my skills and qualifications as a professional medical administrative assistant.

Education:

Everest College – San Jose, CA

2010 – 2010

Medical Administrative Assisting Diploma

Administrative Skills:

- | | |
|---|--------------------------------------|
| - Excellent interpersonal skills/teamwork | Type WPM 45, 10 Key Touch 109 |
| - Reliable, and productive & Honest | Microsoft Office Applications |
| - Medical terminology | Medical Billing & Medical law ethics |
| - Patient billing (electronic, manuel | ICD-9-CM.CPT, & HCPCS Coding |
| - Knowledge of insurance programs | Appointment scheduling |
| - Medical law & ethics | Managing/filing patient records |
| - Medical terminology | Booking & collection procedures |
| - Treatment authorization referrals | eClinical works & Medi Soft |

Professional Experience:

• Dr. Robert Gould M.D. Los Gatos, CA

10/2010 – 11/2010

Medical Administrative Assisting Extern

- Correspond with insurance companies to obtain patient authorizations.
- Assisted with general front office procedures, including; scheduling, check in etc.
- Answer multiple phone lines, scheduling appointments, treatment authorization referrals.
- Requested radiology and lab reports, scanning lab and radiology reports in patient file.

• Fremont Health Care – Fremont, CA

10/1997– 11/2007

Administrative Support.

- Provide excellent customer services and ensure customer needs were met to the highest satisfaction
- Social Service assistant overseeing 80 patients on going, charting, scheduling appointments & scheduling ancillary service & daily charting, MDS.
- Discharge placement, referral for home health services, transport patient to scheduled appointments, facilitated family meetings to discuss patient care and discharge plan

Certificates

- | | |
|---|------|
| - OSHA/HIPAA Training Certification | 2010 |
| - CPR/AED Certification | |
| - Social Service Designee Certification | 2002 |

Honors and Awards:

- | | | |
|--------------|----------------------------|----------------------|
| - Honor Roll | - Student Helping Students | - Perfect Attendance |
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