

Gloria Morgan-Johnson

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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
Medical Administrative Assisting Extern

10/2010 – 11/2010

- 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