

Kayla Lynn Price
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San Jacinto, CA 92582 US
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Availability: **Job Type:** Permanent
Work Schedule: Full-Time

Desired locations: United States - CA

Work Experience: USAF

March AFB
March AFB, CA 92518 United States

10/2013 - Present

Hours per week: 40 +

Health Services Manager

Duties, Accomplishments and Related Skills:

- Plan, direct, and coordinate medical and health services.
- Able to adapt to changes in new healthcare laws, regulations, and technology.
- Coordinating and guaranteeing accurate scanning and filing of medical records.
- Insuring medical records are complete and proper releases are obtained.
- Proficient in ongoing file/record maintenance.
- Experienced in EMR (Electronic Medical Records) system.
- Communication with Physicians and other medical staff to ensure accuracy of medical records.
- Troubleshooting
- Multitasking
- Documents audits and coding of providers.
- Able to prepare and deliver formal reports and presentations for various sized meetings, groups to providers and managers.
- Reviews electronic medical record and all electronic encounter forms to ensure all diagnoses and conditions for which care is being rendered are accurately documented.
- Delivers and retrieves patient records
- Organizes and files loose reports or other medical record documents.
- Experienced in coping medical records.
- Ensures appropriate consents, subpoena and other medical record forms are complete upon request for a copy of medical record.
- Able to respond to requests for records from Federal, State or County courts, hospitals and physicians.
- Assists nursing staff and physicians with death certificates.
- Assembles condensed portions of inpatient medical records and maintain them over sixty days in medical record department.
- Maintains correspondence log.
- Performs routine clerical tasks.
- Composes, types, and edits various documents including letters, memoranda, reports, forms, narratives, and training material.
- Following policies regarding patient / client confidentiality.
- HIPAA
- Establishes and maintains various computer and paper files, records and logs, and retrieves information as needed.
- Maintains sufficient supplies for the office and work unit by conducting physical inventories, ordering, receiving and restocking supplies.
- Preparing itineraries and schedules of events and maintain calendar to remind professional staff of upcoming deadlines and activities.
- Processes documents by logging, coding, recording, verifying, and recalculating data.
- Excellent time management, organization, planning/problem-solving, verbal and written communication skills.
- Ability to work independently, under pressure and with minimal to no supervision.
- Proficient in Word, Excel, and PowerPoint.

- Drafting Schedules and creating a workload.
- Process members for deployments
- Conduct briefings/meetings
- Outstanding customer service skills: diplomatic and patient with all types of individuals and organizational levels.
- Professional in appearance and strong work ethic
- Flexible; able and willing to learn new things

Supervisor: Master Sergeant Kenny Martin (951-655-2773)

Okay to contact this Supervisor: Yes

Education: **Mt San Jacinto College** San Jacinto, CA United States

Some High School Coursework 05/2020

GPA: 3.7 of a maximum 4.0

Credits Earned: 18 Continuing Education Unit

Major: Veterinary Medicine

Medical Education and Training Campus Fort Sam Houston, TX United States

Technical or Occupational Certificate 12/2014

GPA: 96 of a maximum 100

Credits Earned: 2.6 Semester hours

Relevant Coursework, Licenses and Certifications:

Certificate Of Completion In Health Service Management

--Made Deans List-Maintained a 92% or higher throughout the course.

--Certified in HAIMS

Job Related Training: Health Services Management Certificate of Completion -17Dec2014
HIPAA-1Oct2014

CPR Certified-2014

Airmen Leadership School- June 2011

NCO Leadership and Development Course-2014

Affiliations: USAF - Health Services manager

References:	Name	Employer	Title	Phone	Email
	Megan Martinez	USAF	Supervisor	352-228-3676	
	Timi Bilal(*)	USAF	Senior Manager	951-852-5997	
	Robert McClary (*)	USAF	Senior Manager	916-4791593	
	Jessica Miller (*)	USAF	Supervisor	619-816-8342	

(*) Indicates professional reference

Additional Information:

- Airman of the Month (3 times)
- Performer of the Month (2 times)
- Dorm of the Quarter
- Wing dorm award
- Meritorious Unit Award.
- Air Force Outstanding Unit Award.
- Air Force Good Conduct Medal.
- National Defense Service Medal.
- Global War on Terrorism Expeditionary Medal. •Global War on Terrorism Service Medal.
- Air Force Expeditionary service.
- Air Force Longevity Service.
- Small Arms Expert Marksmanship.
- Secret Security Clearance
- Veterans Employment Opportunity Act (VEOA) Eligible