Cynthia Burton

168 Sweetens Cove Rd.

South Pittsburgh, Tn 37380

931-308-2491

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **RECEPTIONIST REGISTERED MEDICAL ASSISTANT, CODING & BILLING, OFFICE MANAGER**

A qualified, results-oriented with the education and experience in maintaining confidential files and reports/records. The ability to answer multiple phone lines, file, accounts receivable, schedule and make deposits. The ability to perform a full range of business and administrative functions and activities requiring an advanced level of accountability, initiative, problem solving and interpersonal skills. The ability to triage patients, schedule appointments, make referrals, assist in a variety of treatments and administer medications. The ability to adapt and apply guidelines, react calmly and effectively in emergency situations. Developed and maintain effective work relationships with other staff members, medical staff, patients, clients and to public. The ability to file claims, collections, post payments and ERA’s. Ability to get prior approvals for Colonoscopy and Injections from Insurances.

**PROFESSIONAL EXPERIENCE**

**Mohegan Renewables Energy, Jasper, Tn 37347** 2/6/2018-present

Ray Fairman-Plant Manager

Office Manager-Responsible for performing a full range of business and administrative functions and activities requiring an advanced level of accountability, initiative, problem solving and interpersonal skills.

**Consultants Pain Management, Chattanooga, TN** 7/2017-2/2018

Registered Medical Assistant-Responsible for triage patients, counting medications, scheduling appointments, administering injections, referrals, and assisting physician with procedures.

**Pinnacle Internal Medicine, Winchester, Tn** 9/2012-10/2016

Office Manager- The ability to perform solutions for payments with insurance companies, patients, workers comp. for payments. Responsible for triage patients, counting medications, scheduling appointments, administering injections, referrals, and assisting physician with procedures. Accounts receivable, schedule appointments, referrals, schedule for colonoscopy procedures, PA from insurances for procedures. Billing/Coding and posting payments.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prior Experiences**

Family Medicine & Minor Emergency Clinic, Lynchburg, TN 1/2018-5/2009

Federal Work Study Program, Murfreesboro, TN 3/2018-3/2009

Genesis Medical Clinic, Shelbyville, Tn 7/2009-9/2012

Dollar General Store, Decherd, TN 1999-2003

**EDUCATION AND CERTIFICATIONS**

**ASSOCIATIONS DEGREE MEDICAL ASSISTANT**-Draughons Junior College

**Business Management**-Tech School McMinnville