

Lisa Marie Robinson

College Park, MD 20704, 503-593-3064, Lisarobinson283@gmail.com

PERSONAL SUMMARY

Medical Administrative Assistant with extensive hands-on experience in providing administrative support to complex medical groups and health clinics. Skilled in managing front office functions, including customer service, patient appointment, billing and collections, and records management.

SKILLS

MS Office Suite
Third Party Claims
Medical Terminology

Customer Service
CMS1500/UB/HCFA
CPR Certified

Billing and Coding
ICD-9, ICD-10, CPT
HIPAA Certified

PROFESSIONAL EXPERIENCE

Medstar Health (contracted)

September 2020 – February 2021

Medical Scheduler

- Responsible for scheduling patients for COVID testing at Medstar hospitals and tents
- Responsible for scheduling Medstar employees for COVID testing at Wellness Centers

Care First (contracted)

September 2019 – January 2020

Enrollment Processor

Washington, DC

- Responsible for maintenance, adding and updating contract members which are in the system by verifying name, address, social security, and medical coverage

Holy Cross/Trinity Hospital

December 2018 – June 2019

Medical Records Technician

Silver Spring, MD

- Verified all work received from the Emergency Room with a printed spreadsheet
- Responsible for Emergency Room records on a daily basis by preparing work to be scanned, verified, and validated

Capitol Caring (externship)

October 2018 - November 2018

Clerical

Washington, DC

- Assembly of materials used by medical staff members
- Filing, scanning, copying

Care First (contracted)

September 2015 – April 2017

Enrollment Processor

Washington, DC

- Responsible for maintenance, adding and updating contract members which are in the system by verifying name, address, social security, and medical coverage

Kaiser Permanente (contracted)

October 2014 – July 2015

Clerical/Data Entry Clerk

Silver Spring, MD

- Responsible for processing medical claims by correcting and updating CMS1500, UB, and HCFA forms
- Verified ICD-9 and CPT codes

Qualis Health Source Group (contracted)

March 2014 – May 2014

Data Entry Clerk

Washington, DC

- Recorded amount of work processed for customer service personnel
- Copying, filed, scanned patient files

Health Net Federal Services (contracted)

November 2013 – February 2014

Data Entry Clerk

Alexandria, VA

- Responsible for verification of Doctors and Physician's credentials for providers with FEP insurance

EDUCATION

S.O.M.E. Center for Employment Training

Medical Administrative Assistant - 2018

Everest College

Medical Coding and Billing Specialist - 2009

Washington, DC

Portland, OR

CERTIFICATIONS

Medical Administrative Assistant (MAA)

Certified Medical Coding and Billing Specialist (CCS)