**[Administrative Assistant Data Entry](https://www.postjobfree.com/resume/adxf1d/administrative-assistant-carlisle-pa)**

**Location:**Carlisle, PA

**Posted:**May 31, 2023

**Contact Info:**

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Message 

Job Description (optional) 



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**Resume:**

Wendy Bowers

Career Change Candidate

Carlisle, PA 17015

wenbow.670@gmail.com

+1 717 254 3908

Looking to make a career change back into the office setting. Authorized to work in the US for any employer

Work Experience

Nursing Director

Silver Spring Personal Care Home - Mechanicsburg, PA January 2023 to May 2023

• Set up the nursing program

• Hire, train and assist staff

• Process orders

• Manager EMR

• Activities of Daily Living with residents

• Participate in Activities

• Assist in other departments as needed

• Process all incoming Residents

• State mandatory reporting for incidents

LPN (Licensed Practical Nurse)

PrimeCare Medical Inc - Harrisburg, PA

June 2022 to January 2023

• Medication passes

• Triage sick calls

• All provider orders

• Pharmacy reorders

• Intakes

LPN (Licensed Practical Nurse)

Forest Park Nursing and Rehab - Carlisle, PA

April 2022 to December 2022

• Medication pass

• Treatments

• Assessments

• Supervise CNAs

• Documentation

Office Operations Manager - Quality Assurance - LPN Alma Home Health Skilled Services - Carlisle, PA

June 2021 to July 2022

• Quality Control

• All incoming referrals

• Daily reports

• Tracking orders, plans of care, required documentation

• Frequency verification

• Insurance verification

• Coding claims/visits

• Billing

• Manage therapist scheduling

• Patient home care visits

LPN Care Coordinator

SHADAI HOME HEALTH SERVICES - Camp Hill, PA

November 2020 to June 2021

• Assist with skilled intakes

• Assist with non skilled intakes

• Coordinate caregivers for Private Duty Cases

• Manage the EMR systems

• Assist with billing, obtain authorizations and appeals as needed

• See patients PRN for home health and private duty shifts

• Speak with shift care Coordinators for cases, have built relationships with several

• Visit non skilled households as needed and for bi-monthly check ins

• Attend all IDT meetings, PAC meetings and committee meetings

• Assist with training of home health aides

Clinical Coordinator

LifeSong Hospice - Harrisburg, PA

April 2020 to October 2020

Manage the Certified Medical Assistants, all staff schedules, Electronic Medical Record - management and training of staff, Follow up

On orders and Certificate of Terminal Illnesses, transcribe weekly IGD Meetings, ordering of supplies, and monthly educations. Monthly Pharmacy review. Due to covid restrictions our office was shut down and the hospice company closed. Administrative Assistant

Bizminer - Camp Hill, PA

November 2019 to April 2020

Answered phones, data entry, uploading monthly reports, and Accounts receivable/payable. Position ended with Covid and office going remote. Contract Temporary Employment

PA Health & Wellness - Camp Hill, PA

November 2018 to July 2019

Responsible for reviewing services for members and determining if services were appropriate. Special projects as needed by the medical director.

Practice Manager

Target Health Urgent Care - Hanover, PA

May 2016 to October 2018

Hired and trained employees for 3 entities, HR services, Managed the EHR, Managed the day to day operations, billing, coding, reviews, Data Entry, worked denials and appeals, processed payments. Insurance Verification. Scheduled staff, education of staff, assisted with in office procedures, covered areas as needed when staff were off.

Education

Certification in Professional Coding

AAPC

May 2021 to Present

Certification in Certified Medical Administrative Assistant Medcerts - US

November 2019 to February 2020

Associate in Practical Nursing

Harrisburg Area Community College - Harrisburg, PA December 2007

Certification in Wound Skin Ostomy

Wound Learning Academy

Skills

• Medical Terminology

CPT Coding

Transcription

Patient Care

Case Management

Hospice Care

Outlook

Scheduling

Microsoft Office

Office Administration

Administrative Assistant

Billing

Data Entry

Insurance Verification

Phlebotomy

Medical Records

Chart Audits

• Anatomy Knowledge

• EMR Systems

• Healthcare Management

• Medical Coding

• Employee Orientation

• Medical Billing

• Medical Office Experience

• Practice Management

• Medical Scheduling

• ICD-10

• ICD-9

• Office Management

• Physiology Knowledge

• HIPAA

• Management

• Supervising Experience

• Phone Etiquette

• Accounting

• Quality Assurance

• ICD coding

• Documentation review

• CPT coding

• Epic

• Microsoft Outlook

• Analysis skills

• Medical terminology

• Communication skills

• Customer service

• Research

• Microsoft Excel

• Computer skills

• Adobe Acrobat

• Typing

• Microsoft Word

• Microsoft Office

• Organizational skills

Certifications and Licenses

CPR Certification

BLS Certification