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| Kecia cagle 1441 Boxwood Blvd #A14 Columbus, GA 31906 · 321-272-1223Caglekeciam@gmail.com |
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# Experience

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| May 2017- July 2017Medical assistant, family foot & ankle center· Led patients to exam rooms, recorded vitals and prepared patients for physician.· Prepared treatment rooms for patients by cleaning surfaces and restocking supplies.· Contacted pharmacies to submit and refill patient prescriptions.· Check In & Check Out August 2015- January 2017Medical receptionist ,Lemire Clinic• Entered insurance, demographics and health history into patient database.• Called patients to confirm scheduled appointments and verify insurance coverage.• Scheduled return visits and coordinated any imaging, labwork, referrals etc per MD.• Prepared medical records for incoming ROI requests and sent to requesting party.• Billed office visits and collected co-pays, deductibles and outstanding balances upon checkout.February 2006 – October 2014Sr. Receptionist/ Patient Care Coordinator, Advanced Urology specialists • ︎Answered multi-line phone system, checked messages, returned calls, relayed info to patients per theirtreating physician, also helped patients with billing inquiries.• Scheduled follow-up appts and billed office visit and collected any co-pays or outstanding balances.• Handled incoming New patient referrals and gathered all necessary info prior to appts.• Medical Records (Scanning as well as preparing outgoing medical information requests)• Scheduled evaluations and surgeries for patients and obtained authorizations prior when required.• Oversaw MD's schedule, confirmed office appointments, booked and confirmed OR time with facilities, confirmed reps and equipment as needed. |

# Education

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| May 1998High School diploma, lake weir high school |

# Skills

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| * Typing 53/wpm
* EMR systems
* High volume phone calls
 | * Customer Service
* HIPPA
* Billing
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