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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 their  treating 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 |  |