


DIPAL PAREKH

CONTACT

 29301, Spartanburg, SC

 Home/Mobile
864-978-3634

 dipal_p@outlook.com

SKILLS

- Interpersonal Communications
- Bio-Medical Ethics
- Human Resource Management
- Project Management
- Business Finance
- Health Information Management
- Microsoft Office Proficiency
- Clients
- Data-analysis
- Financial forms
- Human Resource
- Insurance
- Policies
- Problem Solving
- Project Management
- Record-keeping
- Spreadsheet
- Team Management
- Website and content management
- Scheduling

REFERENCES

- Dr. Anya Sebastien
Spartanburg Community College
Ret. Campus Director
727-808-0193
- Linda Klinzing
Spartanburg Community College
Director of Learning Center
864-680-8018

Striving to advance a career in the Healthcare field that will utilize my skills & abilities to their full potential. I have an extensive medical services background and strong work ethic. With expertise in problem solving, record-keeping, and enforcing rules and guidelines; my excellence in communications skills and empathetic nature also enabled achievement of positive outcomes.

WORK HISTORY

December 2019 to Current

Patient Access Representative *Prisma Health*

- Interview patients to collect and verify pertinent demographic and financial data.
- Verify Insurance and initiate pre-authorization process.
- Collect Payments.
- Obtained patient's insurance information and determined eligibility for benefits for specific services rendered.

October 2009 to November 2019

Coordinator *Testing Services Spartanburg Community College*

- Schedule appointments as required, Certified proctor and administrator for high stakes tests for business clients.
- Manage testing process for upstate area businesses, Corporate & Community Education department, and Grant related programs.
- Trained and certify proctors on various test programs.
- Created data tracking spreadsheet and complied data for 10 years.
- Website and content management.
- Created forms, policies and procedures, and guidelines to maintain secure testing environment.
- Created surveys and performed data-analysis on evaluations.
- Research and execute new testing programs.

EDUCATION

Health Administration

Coastal Carolina University

GPA: 3.83, Outstanding Student Achievement 2020-Health

Administration Member of Alpha Sigma Lambda Honors Society Golden Key International Honors Society Recipient and Member Member of The Society of Collegiate Leadership & Achievement

2018

Associate of Science

Spartanburg Community College

May 2022

Master of Arts Health Administration

Coastal Carolina University, Myrtle Beach, SC