Linda Ryan Seale

Orlando, FL 32818
ryaneseal@yahoo.com
(407) 551-9906

Work Experience

Chef Manager Owner

Meals by Seales - Orlando, FL
November 2018 to Present

Delivering food that is not only healthy, nutritious, affordable to all age groups especially to the elderly and home bound with no means of getting food for themselves helping people get back on there feet working along with home health agencies like Visiting Angels nurse on call etc

Patient Care Coordinator

STAND UP MRI - Orlando, FL
March 2020 to August 2020

Large incoming calls to schedule patients for MRI's in Orlando. Palm Coast and Tallahassee.I dealt most of the time obtaining POA,LOP and dealing with workers compensation companies making sure patients were awarded and reimbursed for loss,injury and or suffering due to no fault of there own.

Patient Care Coordinator

Windemere Pediatrics - Orlando, FL
2015 to 2018

• Responsible for opening closing of the office while working a flexible schedule
• Collection of co-pays, deductibles and co-insurance for a busy seven provider practice
• Verify eligibility with all major insurance companies
• Also checked in and out patients, did referrals and triage calls

Patient Referral Coordinator

ABC Prosthetics and Orthotics - Orlando, FL
2013 to 2015

• Primary responsibilities - Securing payments and verifying patients' insurance
• Working closely with Worker's Compensation companies
• Responsible for collecting overdue balances and acting as liaison with collections company
• Organizing monthly patient functions to aid in patient recovery from limb loss

Referral Coordinator

Dr. Mark Brooks - Ocoee, FL
2010 to 2013

Responsible for large referral process for seven providers, including ordering DME and Home Health for patients
• Accountable for legal record keeping, including patient medical records
• Cross trained in all office functions, such as front desk check-in, check-out, collecting co-pays, deductibles and outstanding balances

• Referred patients to Hospice; case management of Humana and PUP patients

Billing and Insurance Specialist
Orlando Medical Center - Orlando, FL
2009 to 2010

• Patient check-in, check-out, posting charges and payments to patient accounts
• Prepared accounts for collection, downloading electronic remittances from all major insurance payers

• Responsible for all accounts receivable management

Billing Collector
Drew Medical Center - Ocoee, FL
2008 to 2009

• Directly responsible for billing three major insurance companies
• Submitted EOB's to second insurance company
• Handled appeals, accounts receivable
• Addressed patients' inquiries

Billing and Insurance Specialist
Orlando Medical Center - Orlando, FL
2006 to 2008

• Responsible for posting hospital charges for six physicians
• Handled Medicare, Medicaid and commercial insurance payments
• Accountable for debt collection and account aging

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Referral Coordinator
JSA Medical Group - Orlando, FL
2000 to 2006

• Extensive knowledge of insurance referral process, specializing in Humana;
• Performed case worker responsibilities as needed, tracking hospital patients, pre-certifying in/out

Education

Bachelor of Science in Business Administration
Kean University - Union, NJ
January 1990 to May 1994

Bachelor's in Business Administration
Ellen Bourke School of Business - Limerick, County Limerick
January 1985 to January 1986

Skills

• Collection
• Icd-9

- Accounts receivable
- Credit
- Billing
- Cpt
- Icd
- Posting
- Claims
- Payments
- Workers compensation
- Coding
- Cpr
- Cpr certified
- Medic
- Insurance claims
- Compensation
- Excel
- Microsoft excel
- Scheduling
- Organizational Skills
- Receptionist
- Data Entry
- Outlook
- EMR
- training
- Microsoft Office
- Microsoft Word
- Epic
- Practice fusion (4 years)
- eClinicalWorks (5 years)
- Billing and processing of insurance claims and posting of payments and charges
- Accounts receivable management; credit and debt collection
- Download of electronic remittances, MVA and workers compensation claims
- CPR certified; Experience developing X-rays and assisting with oral surgeries
- Events Coordination- scheduling and planning functions to facilitate patient recovery
- Software Proficiency in Medical Manager, Medic, Microsoft Excel and Medware software
- Knowledge of Availity
- Humana
- Navinet
- Micro Designs
- Perfect Care

- Zirmed
- ICD-9
- OPIE
- CPT coding
- ICD-10
- Medical Billing
- Medical Scheduling
- Medical Records
- Anatomy Knowledge
- Excel
- Medical Office Experience
- Transcription
- Medical Coding
- Insurance Verification
- HIPAA
- Triage
- Experience Administering Injections
- Medical Receptionist
- Medical Terminology
- Quality Assurance
- Phone Etiquette
- Employee Orientation
- Botox
- English

Certifications and Licenses

Dental Radiology January 1989 to January 1990

Assessments

Customer service — Familiar
February 2020

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.
Full results: Familiar

Attention to detail — Completed
March 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.
Full results: Completed

Medical terminology — Completed

March 2020

Understanding and using medical terminology
Full results: [Completed](#)

Medical receptionist skills — Familiar

January 2020

Managing physician schedules and maintaining accurate patient records
Full results: [Familiar](#)

Customer focus & orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity.
Full results: [Highly Proficient](#)

Electronic health records: Best practices — Completed

April 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use
Full results: [Completed](#)

Medical billing — Proficient

February 2021

Understanding the procedures and forms used for medical billing.
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.