**CHRISTINA OLIVIER**

 **Licensed Practical Nurse**

277 Rockaway Parkway Brooklyn, NY 11212 | 917-525-8339 **|** Christinacadett@gmail.com

**OBJECTIVE:** To secure an opportunity with an organization where I can utilize my education and hands-on experience to strengthen an organizations operation.

**SKILLS & QUALIFICATIONS:**

* Skilled in Wound Cleaning, Sterile Dressing Change, Tracheostomy Care, Suctioning, Catherization, Vital Signs, Vaccine Administration, Medication Administration, and Specimen collection
* EKG, Visual Acuity Examination, Ear irrigation, Aseptic Techniques, Finger Puncture, Phlebotomy, Urinary Catheter, and Urinalysis
* Knowledgeable in Anatomy, Physiology, Pharmacology, and Microbiology
* HCPCS, ICD-9, ICD-10 and CPT-4 Coding, Medical Manager 10.0, Medisoft
* Familiarize with Zocdoc, Athena, Medgen, Practicefussion, eclinicals, Therapy Note, Greenway, Intergy, Arcis and Doctors.com
* MS office for WINDOWS 2007/XP, Word, Excel, and Power point
* Type 40wpm
* **License Practical Nurse, HIPAA Certified, CPR Certified, and Driver’s License**
* **Bilingual English/Creole and French**

**EDUCATION:**

**AMG School of License Practical Nurse,** Brooklyn, NY **| 10/19-11/20**

*Certificate in Nursing*

# ASA College, Brooklyn, NY | 10/10-01/12

*Associates in Occupational Studies Degree in Medical Assisting |* **Dean’s List Certification**

**EXPERIENCE:**

**Daniel W. Wilen, MD Orthopedic surgeon |** *Part-time Medical Biller/Workers Comp/Collector |* **10/18-03/20**

* Reviewed patient bills for accuracy and completeness and obtained any missing information
* Prepared, reviewed, and transmitted claims using billing software, including electronic and paper claim processing
* Followed up on unpaid claims within standard billing cycle timeframe
* Checked each insurance payment for accuracy and compliance with contract discount
* Called insurance companies regarding any discrepancy in payments if necessary
* Identified and billed secondary or tertiary insurances
* Answered all patient or insurance telephone inquiries pertaining to assigned accounts

**Ultimate Billing** | *Medical Biller/Collector* | **10/17-09/18**

* Experienced with Neurologist, Gastroenterologist, ENT, Primary Care, GYN, Workers comp and No-Fault billing
* Checked eligibility and benefit verification
* Reviewed patient bills for accuracy and completeness and obtain any missing information
* Prepared, reviewed, and transmitted claims using billing software, including electronic and paper claim processing
* Followed up on unpaid claims within standard billing cycle timeframe
* Checked each insurance payment for accuracy and compliance with contract discount
* Called insurance companies regarding any discrepancy in payments if necessary
* Identified and bill secondary or tertiary insurances
* Answered all patient or insurance telephone inquiries pertaining to assigned accounts.
* Set up patient payment plans and work collection accounts

**Care Way Pharmacy** | *Pharmacy Tech/Cashier* | **08/14-09/17**

* Received written prescription or refill requests and verify that information is complete and accurate
* Maintained proper storage and security conditions for drugs
* Answered telephones, responding to questions or requests
* Filled bottles with prescribed medications and type and affix labels
* Assisted customers by answering simple questions, locating items or referring them to the pharmacist for medication information
* Priced and filed prescriptions that have been filled

**True Care Medical** | *Medical Office Manager/Clinical MA/Biller/Administrative Assistant* | **04/14-09/17**

* Scheduled and sent reminders to patient for upcoming appointments
* Checked patient insurance eligibility
* Recalled patients upon review of their diagnostic results
* Obtained pre-authorization
* Measured vitals such as height weight, blood pressure
* Measured vital signs, such as height, weight, blood pressure, pulse and respiration, and documented the findings within the patient’s medical chart and completed medical form
* Performed phlebotomy procedures on multiple patients daily
* Hired, terminated, and trained staff in a medical office
* Supervised secretaries, receptionists, and Clinical MA
* Delegated responsibilities and assessed employee performance
* Developed and implemented office policies and procedures
* Generated inventory records
* Ordered medical and office supplies
* Maintained Medical Records
* Provided educational material for patients
* Reviewed patient bills for accuracy and completeness and obtain any missing information
* Prepared, reviewed, and transmitted claims using billing software, including electronic and paper claim processing
* Followed up on unpaid claims within standard billing cycle timeframe
* Checked each insurance payment for accuracy and compliance with contract discount
* Called insurance companies regarding any discrepancy in payments if necessary
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**Human First** *| Rehabilitation Specialist (Per Diam)* | **07/12-04/14**

* Met with individuals (as needed) on an individual basis to discuss concerns and problems
* Handled emergency situations appropriately, utilized crisis interventions when necessary
* Performed daily record keeping (i.e. data collection, daily logs), exchanged information with next shift and/or with support staff, and brought clients into the community to engage in numerous activities and to help teach daily living skills

**Cardiovascular Medicine** | *Medical Assistant / Physician Assistant |* **05/13-04/14**

* Was responsible for measuring vital signs, such as height, weight, blood pressure, pulse and respiration, and document the findings within the patient’s medical chart
* Obtained prior approval for test as per physician request
* Wrote up clinical notes into computer after patient was seen by the physician
* Called in medication for patient at their pharmacy, call in refills whenever they need it and note it in their charts
* Labelled and routed specimens according to standard procedures.
* Prepared patient for treadmill stress test
* Scheduled appointments; pulled up patient past medical history information from computer system before their appointments
* Responsible for performing sleep study as per physician request
* Performed phlebotomy procedures on multiple patients daily

**REFERENCE:** Furnished Upon Request