

Rhonda Fulton
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Detail Oriented Clerical/QA Specialist

QUALIFICATIONS

- Proficient in Microsoft Word, Microsoft Excel, Windows and Microsoft Outlook. Quick and efficient in learning new systems/programs/databases.
- Detail oriented with high accuracy rate in Data Entry, 10-key by touch, type 65 WPM.
- Excellent interpersonal and problem-solving skills, strong teamwork ethic and ability to work in a fast-paced environment with or without supervision. Self-starter and self-sufficient and always willing to take on any challenge.

WORK HISTORY

6/2008 –8/2010

QA Records, Professional Home Health Care

Worked as a corporate QA clerk, unsupervised, to audit internally all medical records for Medicaid and/or Medicare compliance. Including review/audit of all Verbal Orders, Plans of Care, Nursing notes etc. Additionally, I would volunteer to always go above and beyond and learn to assist the office in any way I could therefore learning many of the office duties. I would assist in running reports, printing of orders/notes, filing. While working with the QA Nurse, I would compile my deficiency list of any corrections needed based on the rules and regulations of the state along with any clerical type errors and then review and add any nursing corrections found by our QA Nurse in her review.

11/2004 - 4/2007

Database Services, TransFirst LLC

6/2004 - 11/2004

Temporary Client, OfficeTeam Staffing

I started as a Temp for this Merchant Service processing company running their TSYS Macro to load new applications and QC merchant information. I continued in this position after becoming permanent employee when I accepted a new position in Database Maintenance department in order to further my skills. Some duties included were processing basic maintenance requests, ACH changes, closures within multiple networks and any necessary updating.

1/2004 - 5/2004

Cashier, Waterway

Brief employment while attending to family struggles as general customer service/sales. Worked front register, cash handling, sales and stock.

1/2003 - 1/2004

Financial Service Rep, T-Mobile

Provided customer service to customers specializing in financial assistance on accounts (billing, payment arrangements etc.) and worked in new activations for a few months to assist with rapid increase during holiday season.

3/2001 - 6/2002

Data Entry / Compliance, Oasis Wellness Network

General data entry, fax and mail assistance. Enforcement of policies/guidelines set forth by the company. Scanning, retrieving, and merging of documents/account files. Documentation of processed, status and managed accounts.

EDUCATION

High School Diploma, Horizon Sr. High School, 1999 Graduate

*** References available upon request