

Amy Modglin

Social Services Caseworker/ Medical Office Registration/ Medical Assistant

Littleton, CO

amymodglin9_43v@indeedemail.com

417-300-1431

Dedicated Customer Service Professional with over 10 years' experience in the Healthcare field and over 17 in the Mental Health field. Organized administrative professional and collaborative team player with strong communication, decision-making and time management abilities. EXPERIENCE
SNAPSHOT

Work Experience

Registrar

RADIOLOGY IMAGING ASSOCIATES - Lakewood, CO

2016 to 2019

- Social Services Field
- Communicate professionally while establishing rapport with patients and • Medical Field professionals

TECHNICAL SPECIALIZATIONS

- Accurately process front desk registration for 250+ patients per day
- Register patients efficiently to ensure correct processing of documents and • Excellent communication skills
- patient privacy guidelines are followed • Flexible team player
- Maintain organized medical records • Exceptional people skills
- Creative organizational skills

JEFFERSON CENTER FOR MENTAL HEALTH - Lakewood, CO

2016 to 2016

Educational, Guidance, School, and Vocational Counselor

Social Services Field

2014 to 2014

Highly effective critical thinker

- Counsel individuals to help them understand and overcome personal, social • Confident and goal oriented
- or behavioural problems affecting their educational and living situations • Discrete with sensitive
- Provide crisis intervention to students when difficult situations occur information
- Collaborate with parents/guardians, teachers and other professionals to • Social Services Field
- discuss children's progress, resolve behavioural issues, academic and other • Medical Field
- challenges to determine priorities for students and their resource needs

Education

Bachelor of Arts in Psychology

University of Northern Colorado - Greeley, CO

Skills

De-escalation of agitation or aggressive patients, clients, or customers (10+ years), Excellent communication skills (10+ years)

Assessments

Conscientiousness — Expert

September 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_to_profile/6a75133ae72c15907986217fa2d49d99eed53dc074545cb7

Electronic Medical Records Knowledge — Highly Proficient

October 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: https://share.indeedassessments.com/share_to_profile/d4f53e3d406816a4ac1e0b10f0216fcbeed53dc074545cb7

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