

12/18 Will call us when she is available for interview.

## Asma S Salah

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b2/REINTEGRATED

### **CAREER SUMMARY**

Customer Service, Medical Administrative Assistant with the ability to communicate and identify needs towards successful project completion and customer satisfaction. Motivated with an open mind and willingness to acquire new skills. Innovative individual who performs with excellence, energy, fairness, and accountability.

### **EXPERIENCE:**

ActivStyle-Minneapolis, MN

Doc Management Specialist-Quote and Insurance Verification

Aug 12, 2013 Oct 17, 2013

- Work daily dashboard to ensure that quotes are created in timely manner
- Verify and document Patient Insurance Coverage, update in the computer and correct the billing order on existing orders if necessary
- Create new Prescriptions/CMN/DO and fax Physician
- Response to emails and questions
- Perform all duties and responsibilities in compliance with all state, Federal, and Company policies.
- Perform other duties assigned

Moe Body Works-Minneapolis, MN

April 2013-June 2013

Medical Administrative Externship

- Answer phones and schedule patient appointments
- Perform insurance verifications, billing, and accounts receivable functions
- Complete Electronic Remittance Advice and Explanation of Benefits
- Call insurance companies and attorneys to check on status of bills
- Work with patient EHRs within the Medifusion system

Wells Fargo Home Mortgage-Eagan, MN

November 2011-December 2012

**Loan Processor**

- Prepared and completed paper and electronic reviews on mortgage files
- Assessed whether foreclosures were processed within applicable laws and all required procedures were followed
- Reviewed loan files to ensure they were accurate and in accordance with document specific requirements

Full-Care Home Health Care-Columbus, OH

September 2009-October 2010

**Office Manager**

- Exhibited exceptional organizational skills with ability to handle multiple projects simultaneously
- Acted as an interrupter for patients to schedule doctor's appointments
- Performed payroll and data entry (Synergy and Haven Software)
- Ability to communicate with a diverse clientele and team members
- Excelled in processing large volume of work while working independently, making decisions, and setting priorities

Boston Scientific-Arden Hills, MN

February 2006-May 2009

**Medical Assembly**

- Utilized excellent attention to detail when inspecting pacemakers and operating epoxy, stacking, and laser machines
- Proficiently utilized the ribbon laser welder and edge weld machine and operated the computer laser system

Minneapolis/St. Paul Airport-St. Paul, MN

Jan. 2009 - April 2009

**Document Verifier**

- Received calls, provided information to visitors, and verified passenger documentation
- Guided airline passengers to security screening and collaborated with TSA officers

### **VOLUNTEER EXPERIENCE**

Joint Voluntary Agency-Columbus, OH

January 2003-June 2005

- Served as English-Somali interpreter for refugees during their interviews and assisted them with casework forms

### **EDUCATION:**

Everest Institute-Eagan, MN

Graduated June 2013

**Medical Administrative Assistant Diploma**

Ohio State University-Columbus, OH

January 2009-August 2010

Major: Health Care Manager

### **SKILLS:**

- Medical Terminology
- Microsoft Word, Excel, PowerPoint, and Access
- Insurance Billing: CMS-1500
- Bookkeeping/Payroll/Accounting
- Processing of Insurance Claims
- Collections and Tracing Delinquent Accounts
- Insurance Problem Solving
- Electronic Patient Record Set-up
- Proficiency in: Medicaid, Medicare, TRICARE, CHAMPVA, Disability, Workman's Comp

- Scheduling Appointments
- Vital Signs
- Administrative Procedures for Dental office
- Medical/Dental Charting
- Dental Terminology
- Radiography and Radiation Safety
- Hospital Billing
- Anatomy and Physiology
- ICD-9 and CPT Coding
- Medisoft