

Madelyn Rogerson

Office Assistant - Colorado Allergy and Asthma Centers

Fort Collins, CO 80525

mrogerson474@gmail.com

9703798912

Authorized to work in the US for any employer

Work Experience

Delivery Driver

Skybridge Delivery - Fort Collins, CO

April 2021 to Present

Load and deliver Amazon Prime packages

Office Assistant

Colorado Allergy and Asthma Centers - Denver, CO

July 2015 to August 2020

Scheduling patients, preparation of charts, charge entry, processing of patient payments, public relations.

PFO Account Manager

Colorado Allergy and Asthma Centers, Denver, CO

Billing of medical claims, demographic entry, processing of insurance payments, insurance verification, referral processing, creation of finance department training manual, updating of company policy and procedure documents, helped implement new patient payment program and procedure, participation of presentation designed to train employees about the revenue cycle and the importance of payment collection, wrote article published on company website created to help patients understand health insurance.

Courier/Independent Contractor

PowerForce Inc. - Golden, CO

2013 to 2015

I was a courier for a medical supply company. I drove in both urban and rural areas, as well as drove up to Casper, WY and back delivering to nursing homes along the way. I am an experienced driver in all weather conditions.

Booking Specialist

Garfield County Sheriff's Office - Glenwood Springs, CO

July 2006 to July 2011

Organization of operations of intake area of jail, data entry for new arrestees, preparation paperwork for court proceedings, public relations, processing of large monetary amounts, processing of bond documents.

Education

Associate in Animal Medicine

Community College of Denver - Denver, CO

September 2011 to May 2015

High school diploma

Glenwood Springs, CO

August 2001 to April 2005

Skills

- BILLING
- MEDICAL BILLING
- Word
- Data Entry
- Receptionist
- Filing
- MS Office
- Clerical
- Sales
- Excel
- Medical Terminology
- Organizational Skills
- Outlook
- Inventory
- Time Management
- training
- Microsoft Office
- Scheduling
- accounting
- Medical Scheduling
- Medical Office Experience
- Insurance Verification
- Public Relations
- Medical Records
- ICD-10
- Patient Care
- Typing (10+ years)
- Phone Etiquette (10+ years)
- Customer Service (10+ years)

- Microsoft Office (10+ years)
- HIPAA
- CPT Coding

Assessments

Scheduling Skills — Proficient

January 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Proficient](#)

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

Additional Information

Skills

- Detailed oriented
- Customer service focused
- Self-motivated

- Problem-solver
- Strong ability to train employees
- Good understanding of medical billing