

Mary Barro

Naples, FL 34112

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(239) 287-6736

Seeking a Medical Receptionist position utilizing medical, educational and administrative skills.

PARTICULAR SKILLS:

- Fully Bilingual - Spanish (Spoken and written)
- EHR experience: Medisoft, Medware, Medical Manager, Praxis, Cerner Power Chart, EMD, Availity, Centricity, Document Management, Athena
- Proficient in Microsoft software: Word (55 wpm), Excel, Power Point and Outlook
- Clinical clerical medical experience
- Functional Medical Examination (FME) and Independent Medical Examination (IME)

Authorized to work in the US for any employer

Work Experience

Intake CSR

Naples Oxygen and CPAP

February 2019 to Present

Manager: Linda Hill

- CPAP Intake: review all the pertinent documentation for CPAP setup, insurance verification, obtaining authorizations, communicating directly with the patients and the physician offices to obtain any missing information.
- Other responsibilities: triaging incoming phone calls, helping patients at the office when they come in with questions, sorting the documents in the fax queue.

Frost Desk Lead

Millennium Physician Group - Naples, FL

August 2015 to February 2019

Millennium Physician Group (Pulmonology and Sleep Medicine)

Manager: Joyce Haas

- Clerical Experience: Answering phone/voicemail, scheduling appointments, accurate chart maintenance/updating, patient reception (including translation for Spanish-only patients). Processing credit card payments and pulling the payment reports.
- Other responsibilities: Office supply ordering, external representative ("drug reps") greeting, scheduling bronchoscopies, processing hospital charges, ensuring that all patient cases are addressed in a timely manner.

Front Office Coordinator

ProScan Imaging

July 2012 to September 2014

- Clerical Experience: Answering phone/voicemail, scheduling appointments, accurate chart maintenance/updating, patient reception (including translation for Spanish-only patients).
- Other responsibilities: collecting copays, scanning documents into the EMR, triaging patients for the radiology technicians.

Medical Receptionist

Florida Pain Center

August 2011 to August 2012

Clerical Experience: Answering phone/voicemail, scheduling appointments, accurate chart maintenance/updating, patient reception (including translation for Spanish-only patients). Collecting Copays and balances. Insurance verification and obtaining referrals/authorizations for procedures.

Medical Receptionist

Neurology Center

April 2008 to September 2010

Clerical Experience: Answering phone/voicemail, scheduling appointments, accurate chart maintenance/updating, patient reception (including translation for Spanish-only patients). Processing credit card payments and pulling the payment reports. Office inventory and supply orders.

Medical Assistant

Eugene Carr, DPM

May 2004 to May 2007

Clinical experience: Rooming/triaging patients, measuring vitals, scheduling lab work, radiology and physical therapy, refilling prescriptions, assisting with in-office surgery, setting casts, developing x-rays.

Front/Back Office Medical Assistant

Jose Castillo, MD - Naples, FL

February 1994 to February 1999

Clerical Experience: Answering phone/voicemail, scheduling appointments, accurate chart maintenance/updating, patient reception (including translation for Spanish-only patients). Processing credit card payments and pulling the payment reports. Office inventory and supply orders.

Medical Receptionist

Education

High school or equivalent

Corner Stone Christian School

2004

Skills

- Customer Service
- Customer Care
- CSR

- Customer Support
- Bilingual
- Athenahealth
- Cerner
- Document Management
- EMR Systems
- Medical Receptionist
- Medical Records
- Insurance Verification
- Front Desk
- English
- Microsoft Word
- Microsoft Office
- Microsoft Excel
- Medical Scheduling
- Office Administration
- HIPAA
- Patient Care
- Triage
- Vital Signs
- Clerical Experience