

Stephanie Ruiz

People-oriented, outstanding communication skills

Loveland, CO 80538

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My career objective is to work in a fast paced environment, with a team that strives to get better every day.

Authorized to work in the US for any employer

WORK EXPERIENCE

Accounts Receivable Clerk

Alliance Urgent & Family Practice - Colorado Springs, CO -

2015-12 - 2017-12

Dec 2015-Present

- Rout mail to appropriate staff member 'Outgoing Medical Records
- Register pt. in and out/schedule appt. /collect co pay
- Insurance verification/Daily flow
- Reminder calls to pt.
- Record money throughout the day.
- Communicate with physicians during the day
- Correspond detailed messages to physicians
- Rout mail to appropriate staff member
- Billing and auto claims/ posting/collection prepping
- Claim follow up with insurance companies
- Prepare for outgoing patient statements

Quality Tech

Arkansas Valley Regional Medical Center - Valley, Arkansas, US -

2010-04 - 2015-12

April 2010-Dec 2015

- Create admit and discharge information on patients admitted to med/surg. Unit.
- Hand written doctors orders entered into med tech system.
- 24 hour chart check on all patients on med/surg.
- Supply order for med/surg unit every other week.
- Scheduling follow up appointments with patient's primary physician at time of discharge.
- Direct incoming phone calls to appropriate staff
- Review stroke, and patient's medication list.
- Obtain medical history from previous stays at other facilities.
- Assist physicians with entering own orders

SLS Provider

Inspiration Field - La Junta, CO -

2009-05 - 2012-10

work with developmentally disabled individual.

- Teach health and safety to each individual, monthly.
- Schedule and take to appointments when needed.
- Document each activity, hours, med. Check daily.
- Six month meeting with case management and supervisor for each individual.
- Inspect each house, and check fire alarms every six months.
- Assist with weekly med fill for each individual.

EDUCATION

Diploma in General study

La Junta High School - La Junta, CO

2004-05 - 2008

SKILLS

Eclinical, meditech, word, excel, power point, kronos, card connect, web tma

CERTIFICATIONS/LICENSES

BLS/CPR

2007-06 - Present

ADDITIONAL INFORMATION

Skills

- Windows, Word, Excel, Power Point, Outlook, Med. Tech., Kronos, Health Stream, Halogen, Lexi comp., Web Tma, Eclinical, microdemex, VPS, Availity, United online, Tricare,
- BLS certified since 2002
- Nurse Assistance certificate
- Med. Certified
- Ability to work in a team structure
- Ability to learn quickly and self motivated