

Stephanie Spaulding

4907 Ninebark Court

Fort Collins, CO 80528

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Pro Active Physical Therapy

330 S. Vance Street
Lakewood, CO 80226

May 2021 – June 2023
Front Desk Lead
303.274.2404

Job Duties: check in/check out, referrals, insurance verification, insurance authorizations, daily cash flow and deposits, answers phones, scheduling of 5 providers, training of new employees, customer complaints, payment plans, post payments, develop front desk manual.

N2PT (now Centennial PT)

6909 S. Holly Circle (closed location I worked)
Englewood, CO 80125

March 2018 – May 2021
Front Desk Lead
720.389.8730

Job Duties: check patient in and out, scheduling, insurance verification, authorizations, daily cash flow and deposits, polices and procedures, tasks as assigned. Post payments, payment plans, treatment plans.

Jefferson County Public Health

645 Parfet Street
Lakewood, CO 80215

February 2017 – February 2018
Customer Care Coordinator
303.232.6301

Job Duties: answer phones for multi- line system, schedule for 4 providers, assistance in needle exchange program, ran vaccine clinic (won award for this program), collect payments, verify insurance, assist patients with paperwork, medical records upkeep, strong knowledge of commercial insurance, Medicaid and Medicare.

Foothills Animal Shelter

580 McIntyre Street
Golden, CO 80401

October 2011 – January 2017
Receptionist / Vet Tech II
303.278.7575

Job Duties: pet adoptions, Education on pet care, filing/paperwork, assisted with procedures, transfers from state to state, administered vaccines, kennel cleaning, foster care for animals, order stock, loving up on animals all day.

Education:

Bel-Rea Community College, Aurora, CO - Vet Tech School 2001 -2003

Red Rocks Community College, Lakewood, CO – Criminal Justice – 1999 -2001

References:

Dee Heskett – Destin Dental – 907.978.6383 (Professional)

Victoria Plasik – Pro Active – 312.804.1918 (Professional)

Leslie Deitz – Retired – 406.694.5723 (Personal)

Chemaine Springer- 303.726.3621 (Personal)