

OFFICE MANAGER

Career Focus

Exceptionally organized and efficient Office Manager with over 13 years experience in the office environment. Seeking a challenging role in a dynamic organization.

Summary of Skills

AS400/Kronos/Anosos/Cerner. As well with proprietary software for data entry and retrieval; update and maintain customer data; skilled with Microsoft Office and QuickBooks Pro

Accomplishments

Reduced office expenses by finding smarter solutions for vendors, suppliers and services.

Professional Experience

01/2013 to Current

Office Manager Company Name i¼ City , State

Assisted with designing information and operational support systems.

Worked quickly and efficiently, with minimal oversight, to accomplish assigned duties.

Accurately processed data, validation and transmission for weekly, semi-monthly and sales payrolls.

Monitored daily banking transactions.

Maintained annual and monthly budgets.

Compiled financial, accounting and auditing reports and tables for cash receipts, expenditures, accounts payable, receivables and profits and losses.

Reviewed, investigated and corrected errors and inconsistencies in financial entries, documents and reports.

Obtained information by contacting appropriate personnel or patients.

Scanned incoming documentation.

Consolidated diverse medical records.

Followed-up with insurance companies and individuals to resolve discrepancies.

Maintained complete confidentiality in accordance with organization and legal requirements. Kept department clean, organized and professional.

Maintained 100% compliance with all hospital and government regulations.

Conceptualized and implemented new and more efficient filing system.

Created annual goals, objectives and budget and made recommendations to reduce costs.

Served as liaison between management, clinical staff and the community.

Administered, directed and coordinated the activities of the agency.

Actively maintained up-to-date knowledge of applicable state and Federal laws and regulations.

Jumped in to fill gaps for on call rotation when necessary.

Provided thorough supervision for day-to-day operations of facility in accordance with set policies and guidelines.

Worked with state clients and stakeholders to shape procurements and identify opportunities for value added services. Closely monitored competitor activity, legislative and regulatory initiatives and agency concerns and contracts and developed strategies to respond.

Revised policies and procedures in accordance with changes in local, state and federal laws and regulations.

Contributed to and participated in community education projects to foster widespread understanding of the prevention and treatment of illnesses.

Observed strict confidentiality and safeguarded all patient-related information.

Planned, organized, supervised and provided assignments for nursing, technical, office and biomedical staff. Managed an average of [number] employees each shift.

Reviewed and approved time cards for processing by payroll department. Routinely evaluated the overall resident care within the facility and diligently enforced high standards.

Incorporated evidence-based care into practice environment to ensure high quality care for patients and their families.

Fostered interdisciplinary relationships by negotiation and consensus building to attain goals for all disciplines.

Monitored infection control procedures to ensure facility-wide health and safety.

Effectively served as an advisory resource by providing patient/family experience expertise. Effectively served as an advisory resource by providing patient/family experience expertise.

Developed and arranged continuing education opportunities for all staff to increase knowledge and skills.

Analyzed facility activities and data to properly assess risk management and improve services.

Kept abreast of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes and financing options.

Made recommendations to improve technical practices.

01/2013 to Current

Secretary Company Name i¼ City , State

- Responsible for coordinating patient activities with nursing staff, physicians and other hospital personnel and departments.
- Time clock entries.

01/2008 to 01/2009

Scheduling Staff Company Name i¼ City , State

- Transferred legal paper files to electronic (CD).
- Redacted confidential information from legal documents.

01/2004 to 01/2007

Pharmacy Assistant Company Name i¼ City , State

- Assist pharmacist in filling and dispensing prescriptions to customers.
- Order and stock drugs, supplies, and over the counter merchandise.
- Enter and update patient records and inventory.
- Prepare and process third-party insurance claims.
- Process invoices and construct accounting entries electronically via in-house system (AS400).

01/2003 to 01/2004

Lifeguard/Swim Instructor/Aquatic Fitness Trainer Company Name i¼ City , State

- Certified in first aid, CPR, lifeguard training, and pool operations.
- Alertly identified and reported emergency situations; calmly talked with the victims while coordinating emergency response.
- Watched over pool and checked chemical readings.
- Conducted aquatic aerobics for elderly and arthritic adults.
- Provided critical information to emergency service departments as part of 911 operations.

01/2002 to 01/2003

Bank Teller Company Name i¼ City , State

- Processed daily transactions for personal and commercial account holders.
- Provided excellent customer service.
- Utilized excellent sales techniques to recognize the needs of customers and matched those to available products and services.

Education

2007

Associate of Applied Science : Business Administration/Accounting Raritan Valley Community College i¼ City , State

Professional Affiliations

The American Health Information Management Association- AHIMA

Skills

10 key, accounting, AS400, calculators, CD, CPR, excellent customer service, customer service, data entry, fax machines, filling, first aid, general office, insurance, inventory, Process invoices, Kronos, legal, legal documents, Microsoft Office, nursing, personnel, copiers, QuickBooks Pro, sales, telephone