**Denita Halcom**

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**Objective**

An opportunity to expand my skills in a highly competitive position within the medical industry.

**Professional Experiences**

**DHG/First Care Jonesboro AR 72401 5/30/2005 thru 12/6/2010**

* Recorded insurance and patient payments received in the office
* Reviewed insurance claims submitted to companies
* Verified insurance of patients before and after billing
* Made daily deposits for the company
* Made weekly collections via phone and letter
* Posted charges for patients for all clinics in the company
* Supported the clinics’ front desk personnel
* Scheduled appointments for patients for certain clinics
* Scheduled outside appointments with patient referrals
* Reported monthly and quarterly revenues and expenditures to company

**E-Z Pay Rent to own Jonesboro AR 3/2004 thru 12/31/2004**

* Placed weekly inventory orders for sales in the store
* Arranged customers on different payment plans offered by the company
* Pulled and made weekly collections via phone
* Set employee schedules on a weekly basis

**Families Inc Jonesboro AR 2/2002 thru 3/2004**

* Filed claims with all insurance companies
* Processed referrals from other doctors
* Posted all insurance and client payments in database
* Keyed charges of patients for services rendered by the company

**Professional Consulting Jonesboro AR 2/2000 thru 8/2001**

* Coded and keyed hospital charges from different regional hospitals

**Education**

Jonesboro High School graduated 1979

**Computer Skills/Systems**

Practice management, Medical Manager, Logician, Lavender and White,

Microsoft Office Suites, Peachtree, ICD 9 coding, CPT coding