

Denita Halcom

PO Box 17207
Jonesboro, AR 72401
(870) 316-1839

denitalhalcom@yahoo.com

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