

CYNTHIA ROSARIO

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Summary

A position with a growing company where I can utilize my office knowledge and experience. I have worked with several softwares, including Java. I am familiar with Microsoft Word, Excel, Outlook, 6N, And Medical Manager.

Skills

- Proficient in computers, able to fax, email, scan and calculate.
- Customer service training
- Maintains strict confidentiality
- HIPAA compliance
- Medical Manager Software
- Strong work ethic
- Medical billing software
- Strong planning skills
- Team player with positive attitude
- Good written communication
- Exercises good judgment

Experience

Office Manager/ Billing clerk Apr 2015 to Sep 2017

Service Tire Truck Center — Albany, NY

- Coordinated the activities of clerical personnel.
- Analyzed office operations and procedures, such as typing, bookkeeping, flow of correspondence, filing, and the requisition of supplies
- Evaluated office production, revised procedures and devised new forms in order to improve efficiency of workflow
- Formulated procedures for systematic retention, protection, retrieval, transfer, and disposal of records
- Reviewed clerical and personnel records to ensure completeness, accuracy and timeliness

Title Clerk II

Oct 2011 to Dec 2012

Albany Dodge/ Advantage Suzuki — Albany, NY

- Handled information regarding NYS Motor Vehicle regulations and corrected titles issued with errors.
- Processed legal contracts and other state documentation required in NYS for out of state registration and title
- Processed and prepared bills, and contract documentation for financial institutions
- Administered and maintained records on lending contracts.
- Separated contracts, posted, calculated and administered Motor Vehicles reimbursement checks to customers
- checked accuracy on all documentation.

Medical Claims Processor

Jan 2011 to Sep 2011

Value Options — Albany, NY

- Reviewed and ensured accuracy of information on medical claims received.
- Worked independently, as well as in a team environment

- Responsible for identifying errors and passing it along to the proper dept.
- Processed 15-17 claims an hour
- Remitted payment to healthcare provider
- Read and access medical documentation

MDS Coordinator Assistant/ Administrative assistant
Kingsway Arms Nursing Center — Schenectady, NY

Nov 2006 to Nov 2010

- Established and created a weekly batch of MDS assessments and electronically transmitted batch to Center For Medicaid and Medicare services for reimbursement of resident qualified stay at the nursing home.
- Updated re-certification to reflect the reason why resident has qualified stay and filed into their medical chart as well as MDS assessments.
- Updated and distributed Anti-Psychotic medication listing for facility
- Checked for accuracy, printed and locked completed assessment
- Implemented, maintained, and distributed updated Reminders List of assessments not completed on a timely manner by clinicians
- Kept correspondence with clinicians by email.
- Faxed medical charts to Ipro, insurance companies and other related agencies for Medical Billing dept as requested
- Established and generated a monthly calendar for upcoming assessments on residents for clinicians
- Updated and maintained any changes on assessments and distribute information via email to clinicians
- Generated reports for MDS coordinator from 6N software as requested
- Maimtained batching verification records for facility
- Input data for Section W for residents on MDS 2.0 assessment

Education and Training

Certificate, Practical Nursing Capital Region BOCES - Career & Tech Albany Campus — Albany, NY, United States	2015
Certificate, Medical Billing and Coding Branford Hall Career Institute (Albany, NY) you — Albany, NY, United States	2011
Associate, Business Administration Schenectady County Community College college — Schenectady , NY, United States	1999