

Ayanna Brown- Taylor

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Health care professional with medical front desk experience, combined with Insurance Verification, Patient Scheduling, in a Health Care setting. Proven ability to perform vital signs and EKGs. Recognized for ability to work with very diverse clients and staff.

#readytowork

Authorized to work in the US for any employer

Work Experience

Medical Biller/Collector

Diamond Md Billing - North Brunswick, NJ
August 2018 to Present

Aged Accounts
Billing
Insurance Appeals
Claims Status
Payment Posting
Code Changes

Data Entry

Aculabs, Inc.
November 2019 to January 2020

Enter orders in system
Call facilities

Front Desk Receptionist

Highland Park Surgical - Highland Park, NJ
May 2018 to May 2018

Answer Phones
Filing
Faxing
Checking Patients In
Insurance Verification
Scheduling

Auditor

T-Mobile - Somerset, NJ
November 2017 to December 2017

Audit new/previous accounts
Pay out commission to sales rep

Spreadsheets
Daily/Weekly Reports

Front Desk NA Assistant

Heart and Vascular
May 2015 to February 2016

1. Scheduling Patients
 2. Verify Insurance
 3. Collect Copays
 4. Perform EKGs
 5. General Medical office duties
- May 2015 - February 2016

Cashier/Human Resources

Target - North Brunswick, NJ
August 2014 to May 2015

Cash Handle
Train new team members
Human Resources (screen interviews)
Reconcile Draw

Front Desk Receptionist

RWJUH - New Brunswick, NJ
December 2013 to June 2014

Cash Handle
Handle patient inquiry
Call down for cars
Collect Tickets
Scheduling

Education

Diploma in n/a

North Brunswick Twp High School - North Brunswick, NJ
September 2009 to June 2012

Pre-allied Health

Middlesex County College

Skills

- Microsoft Office (6 years)
- Data Entry (3 years)
- Filing (3 years)
- faxing (4 years)
- Cash Handling (6 years)
- Insurance Verification (3 years)

- Front Office (5 years)
- Front Desk (5 years)
- Reception
- Billing (2 years)
- Clerical (5 years)
- Microsoft Word (10+ years)
- Organizational Skills (10+ years)
- Receptionist
- Scheduling (5 years)
- Microsoft
- Outlook (2 years)
- Customer Service Skills (5 years)
- Inventory (3 years)
- Time Management
- Customer Service
- Hospital Experience
- Medical Billing
- Medical Office Experience
- EMR Systems
- Accounts Receivable
- Medical Scheduling
- ICD-10

Assessments

Medical Billing — Familiar

June 2019

Understanding the procedures and forms used for medical billing.

Full results: https://share.indeedassessments.com/share_to_profile/39acc9f94cd654415b976643f9b80a67eed53dc074545cb7

Electronic Medical Records: Best Practices — Completed

October 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: https://share.indeedassessments.com/share_to_profile/8e489e88d61924ff8deef48a65c40200eed53dc074545cb7

Receptionist — Completed

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/2ff65e620363fc62463c1c46190d14a6eed53dc074545cb7

Scheduling — Completed

June 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/6ffaf9e51036c01591457919bcfa8371eed53dc074545cb7

Written Communication — Completed

June 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: https://share.indeedassessments.com/share_to_profile/22b14e731959dd7fed8fd1845a7bd7b8eed53dc074545cb7

Verbal Communication — Proficient

June 2019

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_to_profile/92976355a0a0f7702c01239ac8ca3582eed53dc074545cb7

Call Center Customer Service — Familiar

February 2020

Applying customer service skills in a call center setting.

Full results: https://share.indeedassessments.com/share_to_profile/3585a0c0af04344f9229bd7b86ef81bceed53dc074545cb7

Administrative Support — Completed

March 2020

Using basic scheduling and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/ceac801463e372e5c651be142c10cac3eed53dc074545cb7>

Work Style: Reliability — Completed

March 2020

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/cdd556a25e453649295a933898300cebeed53dc074545cb7

Medical Billing — Completed

March 2020

Understanding the procedures and forms used for medical billing.

Full results: <https://share.indeedassessments.com/attempts/b52b08ed8d52e43e13a9c1354f63291d>

Electronic Medical Records: Best Practices — Completed

February 2020

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: <https://share.indeedassessments.com/attempts/8658fe5b7430a4a57e7232e69df33129eed53dc074545cb7>

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