

Drew Wright

EXPERIENCE

Monroe Pediatrics - Billing Representative

Monroe, GA • 08/2021 - Current

- Evaluated accounts for payment compliance and contacted customers.
- Submitted claims to insurance companies and resolved denials and explanations of benefit rejections.
- Verified patient insurance coverage, created financial plan according to treatment schedules for collections and communicated between patient and billing company regarding health insurance.
- Investigated and resolved issues to maintain billing accuracy.

Monroe Pediatrics - Practice Manager's Assistant

Monroe, GA • 06/2023 - 08/2023

- Distinguished the dynamic between managing employees and adhering to the Medical Director's expectations.
- Assisted with adding a new Provider to the practice, which consisted of: writing, negotiating, and finalizing new hire contract, adding them to the malpractice insurance, and credentialing them for insurance payors.
- Renewed and submitted nurse protocols.
- Analyzed weekly financial reports.
- Reviewed schedules to find and address inefficiencies with bookings.

The Stingray Allstars Cheer Company - Office Receptionist

Marietta, GA • 01/2020 - 06/2021

- Answered and directed incoming calls using multi-line telephone system.
- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Processed payments and updated accounts to reflect balance changes.
- Sorted incoming mail and directed to correct personnel each day.

MEMBERSHIPS

- American College of Healthcare Executives
- Georgia Association of Healthcare Executives - Participated in Mentorship Program

CONTACT

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706-510-9585

Athens, GA 30601

EDUCATION

Bachelor of Science:

Integrated Health Sciences

Kennesaw State University

Kennesaw, GA • 07/2022

Master of Health

Administration

University of Georgia

Athens, GA • Expected in

05/2024

SKILLS

- Schedule management
- Proficient in clinical and medical office workflow.
- Accomplished in EMR software applications.
- Medical Billing and Collections
- Positive attitude and energetic
- Attention to detail
- Verbal and written communication