



CERELYN DE GUZMAN

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Insurance Verification
- Eligibility
- Data Entry
- Internet Research
- Claims, Refund, Credit
- Back Office
- Fax input

TOOLS

- Practice Fusion
- Open Dental
- Athena
- Elation
- Eclinical
- IMS
- ModMed
- AdvancedMD
- Availity
- Axxess,
- Anthem
- Medicare
- Medicaid
- Zoiper
- TeleVOIP
- Ring Central
- Sangoma

PERSONAL PROFILE

An passionate **Medical and Dental Administrative Assistant** with 6+ years of experience supporting medical providers for Podiatrists, Family Medicine, Pediatrics, Pain Management, Wellness, Home Cares, Urgent Care.

WORK EXPERIENCE

ADMINISTRATIVE OFFICER

Empowered Living Services - June 2022 - Sept 2023

- Day-to-day operations of an office by doing tasks such as filing paperwork
- Answering phone calls, preparing documents for meetings
- Managing the calendar of their supervisors
- Produced and distribute correspondence memos, letters, faxes, and forms.

MEDICAL ADMINISTRATIVE ASSISTANT

Lexington Podiatry - July 2017 up to Aug 2023

- Performed data entry tasks and filed patient reports on a daily basis.
- Monitored/tracked monthly patient's lists.
- I am responsible for insurance verification, pre-certification, eligibility, claims specialist, refunds and credits.

MEDICAL ADMINISTRATIVE ASSISTANT

PainStop Spine Clinic - October 2020 up to Dec 2021

- Insurance Verification
- Report for Depression, Medication, Tobacco Screening

EDUCATION HISTORY

De Ocampo Memorial College

- Dentistry