

Tiffany Snell

Aldie, VA 20105

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Seeking a career opportunity that will allow me to utilize my skills, training and experience for continued development and growth.

Work Experience

Medical Assistant

Galaria plastic surgery and dermatology-Chantilly, VA

October 2023 to Present

Patient care and triage

Medical scribing

Prior authorizations

Prescriptions

Lab results

Assist with shave biopsy, punch biopsy

Suture removal

Duties as needed

Surgical Coordinator

Dulles Eye Associates-Lansdowne Town Center, VA

September 2023 to Present

- Confirm patient's insurance provider and either obtain prior authorization or communicate need for prior authorization to appropriate parties as needed
- Provide accurate, detailed information to patients regarding surgery estimates, test preparations, time of patients scheduled arrival, and any other directional information needed; take appropriate action in responding to questions from patients
- Help schedule office and other facility-based medical procedures for patients with appropriate provider and time/location slot, utilizing appropriate scheduling codes and documentation
- Complete accurate documentation of informed consent with patients for procedures and surgeries as needed
- Review proper follow-up appointments are scheduled at the time the procedure is scheduled
- Communicate regularly with the physicians and update them of any changes with the surgery
- Maintain professional and cohesive working relationships with appropriate facility scheduling staff
- Assist with front office duties such as answering phone calls, scheduling appointments, and taking payments when needed

Allergy Technician/Medical Assistant

Private practice-Alexandria, VA

March 2021 to July 2023

Fully read allergy clinic in a private family medicine, practice, Patient demographics mixing of all vials for allergy injections, schedule appointments, insurance billing prior authorization schedule follow up appointments, allergy injections. Patient follow up patient census reporting all other duties as assigned.

COVID-19 Screener

Venesco, LLC-Fairfax, VA

March 2020 to January 2021

Screed all employees coming into the building and exiting the building all clinical duties as assigned.

Senior Admissions Liaison

HealthSouth Rehabilitation Hospital-Aldie, VA

August 2017 to December 2020

Develop census as defined by targeted goals of the business plan. Build referral relationships within an assigned geographic territory, emphasizing face-to-face contact. Assist with coordination of the referral-to-admission process. Represent our company in community-related activities. Use territory market analysis data to identify potential new business opportunities. Recognize barriers to admission, respond appropriately and follow up on admissions variables. Provide in-services and professional presentations for referral sources, community groups and others regarding our services, programs, and outcomes.

Clinical Operations Manager/ Executive MA

NOVA Medical & Urgent Care Center-Ashburn, VA

September 2014 to July 2015

Provide clerical administrative support to chief executive office of the chief, clinical officer, nursing team leads and providers provide support to the nursing department in Cary other functions relating to the nursing department, payroll schedules department, dailies provider, schedules reporting, and support is needed mutated schedule, all providers nurses for triage medical group at urgent care for each location approved and I vacation request place of business needs review nursing department, dailies for productivity and ensure adequate staffing levels. They take the surgical schedule for podiatry, prepare beginning of day report to communicate to requested staff assist Cecio and prepping for site visits and inspections, all other duties as assigned.

Triage Department Clinical Assistant

NOVA Medical & Urgent Care Center-Ashburn, VA

July 2014 to September 2014

Responsible for answering and rerouting phone calls to available nurses within the triage as a tree as assistant. I also maintain all FAA records and eight in the scheduling of FAA pilots for physicals work closely with patients who did specialist, referrals, preoperative examinations, and other miscellaneous issues as they arise I work directly with the providers in the triage nurses to maintain adequate care for the patient and respond to patient questions and concerns with a timely matter heavily all faxes and voicemail to help with patient care results other provider Inquiries.

Sr. M/A Head Office Coordinator

NOVA Nephrology Associates-Fair Oaks, VA

August 2010 to July 2014

Handle and cover both front office administration as well as all back clinical duties for the office. Answer phones, file, fax, patient demographics, order supplies, collect co-pays my collection, calls, and House billing update, insurance medical transcription prescriptions, and prior authorizations. Clinical duties take patient vitals blood draw fingersticks your analysis EKG 24 hour Holter monitors injections any other lab tests or orders the doctor gives. Discharge patient and schedule follow up appointments.

Education

Associate's degree in Healthcare Administration

Skills

- Microsoft Office

- Medical Records
- Accounting
- Hospital Experience
- Nursing
- Transcription
- Medical Billing
- Experience Administering Injections
- EMR Systems
- Insurance Verification
- Market Analysis
- Dermatology
- Vital signs
- Documentation review
- Microsoft Excel
- Microsoft Word
- Customer service
- Medical administrative support
- EMR systems
- Clinic
- Patient monitoring
- Surgery
- Medical terminology
- Computer skills
- EHR systems
- Typing
- Sales
- Supervising experience
- Leadership
- Internal medicine
- Pediatrics
- Phlebotomy
- Front desk
- Clerical experience
- Microsoft Access
- QuickBooks
- Schedule management
- Payroll
- Marketing
- Adobe Acrobat
- SharePoint

- Yardi
- OSHA
- HIPAA
- Writing skills
- Communication skills
- English
- Patient care
- Human resources
- Medical office experience
- Administrative experience
- Care plans
- Medicare
- Managed care
- Hospitality
- ICD-10
- Nursing home experience
- Accounts receivable
- Organizational skills
- Office management
- Experience with children
- Property management
- Recruiting
- ICD coding
- Personal assistant experience
- LIHTC
- Social media management

Certifications and Licenses

BLS Certification

August 2008 to Present

Certified Phlebotomy Technician

August 2008 to Present

CCMA Certification

CPR Certification

Driver's License

RMA

RN License

NRCMA