

Tracy Gilmore

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American Sign Language:
Elementary

Work Experience

Scheduling Coordinator

Blue Ridge Dermatology - Raleigh, NC

January 2024 to Present

VP of Recruitment

North Recruiters - Teaneck, NJ

December 2018 to Present

- Operated and maintained applicant tracking and candidate management systems.
- Verified applicant references and employment details.
- Coordinated incoming job requisitions and applications.
- Promptly corresponded with applicants and coordinated and conducted interviews.
- Developed lists of qualified candidates for corporate hiring managers.

Office Manager

Alpha Psychiatric Associates - Cary, NC

January 2023 to December 2023

- Medical Billing
- Claim Submission
- Provider Credentialing
- Prior Authorizations and Insurance Verification
- Psych Testing Coordinator

Office Manager

Westchester Surgery - Bronxville, NY

September 2017 to November 2018

- Oversaw daily operations for a vascular and general surgeon.
- Coordinated surgeries with OR staff as well as office procedures for patients.
- Maintained computer and physical filing systems.
- Optimized organizational systems for payment collections, AP/AR, deposits and record keeping .
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.

Discharge Clerk

White Plains Hospital/Human Edge - White Plains, NY

April 2016 to July 2017

- Compiled and recorded closing records for discharge patients for hospital.
- Entered data using Meditech and Epic, following procedures to keep information private.
- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.

Medical Secretary

CWPW/Premier Group - Hawthorne, NY

June 2015 to February 2016

- Scheduled and confirmed patient diagnostic appointments, Surgeries and consultations.
- Assisted with arranging hospital admissions for patients.
- Documented patient medical information, case histories and insurance details to facilitate smooth appointments and payment processing.
- Kept information confidential and followed HIPAA guidelines to maintain patient trust.

Medical Records/Scheduler

Advanced Physicians Services - Valhalla, NY

March 2013 to December 2015

- Released information to medical facilities, insurance companies and/or agencies according to regulation.
- Complied with HIPPA laws to ensure confidentiality.
- Generated referrals as well as pre-authorizations.
- Scheduled appointments .

Dialysis Technician/Volunteer

James Peterson VA Medical Ctr - Bronx, NY

January 2010 to January 2011

- Set up and operated dialysis machines for patients receiving treatment for kidney failure.
- Measured and recorded patients' pre-dialysis and post-dialysis vital statistics.
- Performed routine quality control and safety checks on all equipment.
- Cleaned and disinfected hemodialysis machines, chairs, trays, room and equipment.
- Recorded patient's pre-dialysis weight, vitals and any new medical conditions.

Education

Associate's degree in Medical Coding

Wake Technical Community College

November 2023 to Present

Health Information Technology

Monroe College - Bronx, NY, US

Dialysis Technology

Manhattan Institute of New York - New York, NY, US

Skills

- Medical Billing

- American Sign Language
- Epic
- Medical Records
- Dialysis Experience
- Medical Scheduling
- HIPAA
- Document Management
- EMR Systems
- Microsoft Excel
- ICD-9
- Microsoft Office
- Customer service

Certifications and Licenses

Dialysis technician

June 2015 to Present

Assessments

Office manager — Proficient

January 2023

Scheduling and budgeting

Full results: [Proficient](#)

Attention to detail — Proficient

June 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Sales skills — Proficient

January 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

Medical terminology — Completed

October 2021

Understanding and using medical terminology

Full results: [Completed](#)

Medical receptionist skills — Completed

December 2022

Managing physician schedules and maintaining accurate patient records

Full results: [Completed](#)

Customer focus & orientation — Proficient

January 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.