

VASANTIE SEECHARAN

Jamaica, NY 11436

vseecharan1@yahoo.com

+1 917 554 3104

Highly motivated and professional medical secretary with over 10 years of clinical, clerical and medical billing experience. Determined to provide quality administrative support to medical practices and their patients.

Proficient in managing schedules, high call volumes, handling confidential documents in accordance to HIPAA regulation. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

Work Experience

Medical Receptionist

Wesson Dermatology-Great Neck, NY

January 2022 to Present

Greeting and welcoming patients in a courteous and professional manner

Scheduling appointments for patients using ADP AdvancedMD

Managing high call volumes

Collecting and updating patient information in the electronic medical records system

Verifying insurance coverage and assisting with billing inquiries

Providing administrative support such as filing, faxing, and scanning documents

Maintaining the cleanliness and organization of the front desk and reception area

Medical Biller/ Receptionist

Natow, Rosenberg & Pion, MD PC-Hewlett, NY

January 2020 to December 2022

Daily electronic submission of claims through Availity clearinghouse as well as paper claim submissions and rectifying payer rejections.

Accounts Receivable: reviewed and posted payments, followed up on unpaid/denied claims

Communicated with Commercial Insurances, Medicare, Medicaid and patients

Responded timely to all phone calls and emails from patients, physicians, co-workers and insurance companies

Generated patient responsibility invoices

Assisted the medical receptionists when needed

Patient Success Coordinator

Hyperbaric Medical Solutions-New York, NY

January 2018 to December 2020

Obtained medical records to build patient cases to support the need for hyperbaric treatment
Assessed and determined patient eligibility for medical and cosmetic hyperbaric services
Coordinating treatment plans based on patient needs and insurance coverage determinations
Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence

Education

Bachelor's Degree in Healthcare Management

DeVry University

2012 to 2014

Associate's Degree in Medical Administration

BramsonORT College

2006 to 2008

Skills

- Strong organizational and time-management skills
Exceptional communication and interpersonal skills
Ability to work independently and as part of a team
Detail-oriented and able to handle multiple tasks simultaneously
Clinical and clerical experience in healthcare facilities
EMR experience (Centricity, eClinicalWorks, ADP AdvancedMD, IMS, and Athena.

- Typing
- Front desk
- Medical Receptionist
- CPT coding

Certifications and Licenses

BLS Certification