

## Charma Miller

### Objective

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Seeking employment in the Administration department utilizing my interpersonal and organizational skills combined with a Bachelor of Science. Quick learner, eager to prove myself.

### Experience

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12/2011-Present                      Philadelphia Department of Public Health                      Philadelphia, PA

#### **Vaccine Program Analyst**

- Conduct provider education and practices on proper techniques for documenting temperature logs, submitting vaccine orders and reporting vaccines for patients that are enrolled in the Vaccine for Children Program (VFC) and Vaccine for Adults at Risk (VFAAR) programs.
- Participate in immunization education activities as needed, including trainings for Medical Assistants, Office Managers, Physicians, Nurses, and internal staff and report information to the Philadelphia Department of Public Health, Immunization program.
- Liaison with McKesson and the Centers for Disease Control and Prevention (CDC) on provider vaccine orders.
- Transport pediatric and adult vaccines to numerous providers offices throughout the City of Philadelphia.

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05/1999-04/2011                      Presbyterian Children's Village Services                      Philadelphia, PA

#### **Medical Records Coordinator II**

- Planned, directed, and evaluated the work of other medical records staff and support staff.
- Prepared reports from electronic health records for clinicians, physicians, administrators, and support staff.
- Registered and scheduled on a computerized billing system.
- Educated and trained staff on HIPPA and JCAHO regulations and standards.
- Managed and maintained medical records for foster care and mental health services.

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01/1998-12/1998                      Mellon Bank                      Philadelphia, PA

#### **Module Leader**

- Supervised staff members in processing wholesale payments.
- Opened and sorted incoming priority mail containing payments for wholesale segment of the lockbox business.
- Processed credit, cash, and check payments.

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01/1997-12/1997                      CVS Pharmacy                      Philadelphia, PA

#### **Head Cashier**

- Supervised store cashiers on customer transactions.
- Assisted customer with their purchases or general customer service.
- Stocked store with merchandise.

### Education

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01/2007-06/2011                      Peirce College                      Philadelphia, PA

- B.S., Business Administration and Management

## **Skills**

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Basic Medical Terminology, Microsoft Office , Outlook, Client Info and Billing Systems, EPIC, Next Gen, Success EHS, CentricityEMR, Vaccine Tracking System, KidsPlus Registry, 35 WPM