

Nancy K. Dreher
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Philadelphia, PA 19111
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WORK EXPERIENCE

Taking care of an ill family member *2015 - 2017*
I would request that you, please, read further and consider me as a qualified applicant with years of medical/office experience

City of Philadelphia: Assistant to the Director of Finance
Executive Secretary/Office of Budget and Program Evaluation *2014 – 2015*

Schedule and coordinate all meetings for Budget Director and Deputy Budget Directors. Responsible for scheduling all budget meeting with all departments city-wide, interacting with all department heads and executive level management to ensure a smooth workflow. Prepare meeting materials/documents for Budget Director and Deputies when necessary. Perform all administrative functions: answer phones, type letters, memos, reports; maintain files; maintain conference room schedule. Interact with staff to ensure smooth communication and distribution of all mail, reports, etc. between staff and Budget Director. Ensure all office functions are operating smoothly. Function as Office Manager to ensure all operating systems are working and contact IT when necessary. Responsible for city-wide distribution of various budget reports and documents several times a year. Responsible for getting budget reports and documents on-line. Assist Program Evaluation, Operating Budget and Capital Budgets staffs with administrative support when necessary.

Orthopaedic Surgery and Rehabilitation Associates/Physical Therapy and Hand Therapy
Administrative Assistant *Rockledge, PA*
2010 - 2014

Responsible for coordination of daily schedules for clinical staff as well as practice physicians when scheduling emergent cases. Serve as liaison between patients, insurance companies, outside billing company and staff to ensure, through effective communication, that insurance coverage and financial responsibilities are understood and that medical documentation guidelines are followed. Administrative tasks include: update of patient files via patient account software, heavy phone interaction, generate correspondence via Word and maintain a sense of professionalism and approachability to promote positive patient/staff outcomes in a fast-paced environment. Charge entry of PT CPT and Dx codes.

Strive Physical Therapy *Moorestown, NJ*
Office Manager/Biller *2006 - 2010*

Responsible for managing day-to-day operations of outpatient physical therapy clinic which includes (5) physical therapists, (1) physical therapist assistant, (3) physical therapy aides and (3) administrative assistants. Serve as liaison between outside billing company, insurance companies and patients regarding account(s) status: reimbursements, discrepancies and reprocessed claims. Balance cash drawer on a daily basis as well as tally (Excel) weekly practice bank deposits. Serve as a public relations representative for the practice; participate in Moorestown and Family Fun Day(s). Generate various forms of correspondence (Microsoft Word) to patients and insurance companies. Oversee and participate in monthly office meetings.

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*NovaCare Rehabilitation
Patient Service Specialist*

*Willow Grove, PA
1999 - 2006*

Responsible for patient intake, copay/coinsurance collection, appointment scheduling in large, outpatient physical therapy facility; served as liaison between patients, physical therapists and insurance companies. Also maintained statistics for weekly reports (Excel).

EDUCATION

Community College of Philadelphia

Manor College: Medical Billing and Coding: Certificate Program 2017-2018

Professional References:

Nicole McCormac
Chief of Staff
Office of the Chief Administrator
City of Philadelphia
215-498-3976

Margaret Tull, PT, DPT, CHT
Orthopaedic Surgery & Rehabilitation Assoc.
215-432-4973

Mark Muir, MPT
Owner
Strive Physical Therapy and Sports Rehabilitation
856-273-8556