

Pamela Sannuti

8529 Rising Sun Avenue # 107
Philadelphia, Pennsylvania, 19111
267-597-9655
pamsannuti@hotmail.com

Summary

A seasoned and highly equipped Administrative Assistant with over 15 years of experience in performing a variety of secretarial and staff support duties for a variety departments in a hospital setting. I also have a range of knowledge and skills of organizational procedures and policies.

Education

Thompson Institute
Medical Office Managment

Philadelphia, Pennsylvania
Graduated June 1994

Employment History

Magee Rehabilitation Hospital
Administrative Assistant

Philadelphia, Pennsylvania
September 2013 - December 2018

Provided clerical support to all therapist, office manager and assisted visitors in the Brain injury and Stroke unit. Organized files, created spreadsheets in Word and Excel Daily processed therapy orders in CPSI. Scheduling of patient's OT/PT/ST for new admissions and for inpatients. Tracking of patient admissions and discharges on excel spreadsheet. Organized files, typed letters when needed, faxed reports and scanned documents. Processed therapist check request for educational events and re-imbursements. Received internal and external calls, including email and mail. Gave tours for all new incoming PT/OT students.

University of Pennsylvania
Patient Care Representative

Philadelphia, Pennsylvania
February 2014 - July 2013

Personal secretarial support for multiple physicians in the Radiation Oncology department. Scheduled follow up appointments and various anillary test. Answered incoming calls. Obtains and registered patient demographics and insurance information. Verified insurance and precert test if necessary.

Professional Skills

Knowledge of supply ordering	Intermediate
Type 60 WPM	Advanced
Schedule appointments	Intermediate
Ability to communicate effectively	Intermediate
Patient Registration	Intermediate
Precertification	Intermediate
Co-pay collection	Intermediate
Collect and verifying referrals	Intermediate

Strong ability to compose and edit already
written material

Intermediate

References

Renee Blackson

Supervisor

(215) 587-3000

Renee.blackson@jefferson.edu

Magee Rehabilitation Hospital

1513 Race Street