

TERRY WEBB
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To obtain a position that would not only challenge my leadership skills, but contribute to the growth and productivity of the company as well.

EXPERIENCE

2/2017-PRESENT

ADMINISTRATIVE ASSISTANT, PRESBYS INSPIRED LIFE

Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly

Assist in training staff members and new hires

Implement and monitor programs as directed by management, and see the programs through to completion

Generate memos, emails and reports when appropriate

Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines

Maintain office supplies by checking inventory and order items

Respond to questions and requests for information

Answer incoming calls and assume other receptionist duties when needed

Subsidized Housing specialist HUD, Section 8 and Low Income housing Prescreening and recertification

3/2014-11/2016

ADMINISTRATIVE ASSISTANT UNIVERSITY OF PENNSYLVANIA

PERELMAN CENTER HEART AND VASCULAR CTR/RADIOLOGY OEM=NN MEDICINE RADNOR

SURGICAL SCHEDULING, INSURANCE VERIFICATION, CODING , CHARGE ENTRY SPECIALIST, ANSWERS THE PHONE, PROCESSING AND ROUTINE INCOMING CALLS, COORDINATING COMMUNICATIONS WITHIN THE DEPARTMENT AND

INTERDEPARTMENTALLY AND WITH THE PHYSICIAN'S OFFICES.

2. TAKES RESERVATIONS FOR ALL SURGERIES, INVASIVE AND NON-INVASIVE PROCEDURES TO MEET THE PHYSICIANS' NEEDS AND TO ENSURE SMOOTH

FLOW, EFFICIENT PROGRESSION OF SCHEDULED CASES. CONTINUALLY AUDITS THE DAILY SCHEDULE AND INFORMATIONAL COMMENTS TO

APPROPRIATE PERSONNEL.

3. ORGANIZES AND PREPARES THE SURGERY SCHEDULE FOR THE FOLLOWING DAY AND DELIVERS TO ALL APPROPRIATE DEPARTMENTS DAILY. THIS IS DONE BY COMPUTER.

4. MAINTAINS ADEQUATE TIME ALLOTMENTS FOR EACH PROCEDURE SCHEDULED. UPDATES AS NEEDED

5. UNDERSTANDS EQUIPMENT NEEDS (MICROSCOPES, C-ARM, VIDEO EQUIPMENT, ETC.) FOR FREQUENTLY DONE SURGICAL PROCEDURES, AND

INSURES THAT EQUIPMENT IS NOT DOUBLE SCHEDULED ON ANY DAY AND THAT DOCTORS BLOCK TIME IS CONSIDERED WHEN PROCEDURES ARE SCHEDULED.

6. COORDINATES THE SCHEDULING OF PROCEDURES WITH OTHER HOSPITAL DEPARTMENTS SUCH AS LAB FOR FROZEN SECTIONS AND X-RAY FOR NEEDLE

LOCALIZATION, ETC. ENTERS ORDERS AND .FORWARDS SPECIMENS TO LAB.

7. NOTIFIES DEPARTMENT DIRECTOR OR DESIGNEE WHEN A SURGEON REQUEST "SPECIAL" EQUIPMENT OR SUPPLIES. MAINTAINS A LOGBOOK FOR SPECIAL EQUIPMENT STATUS.
8. COMMUNICATES ALL CHANGES IN THE SCHEDULE TO ALL INVOLVED PHYSICIANS, OR PERSONNEL, AND OTHER ANCILLARY HOSPITAL DEPARTMENTS AS APPROPRIATE.
9. ESTABLISHES AND MAINTAINS OPEN LINES OF COMMUNICATION WITH PHYSICIANS AND THEIR OFFICE PERSONNEL, OPS AND OR PERSONNEL, AND OTHER ANCILLARY PERSONNEL
10. VERIFIES THE NUMBER OF IP AND OP FROM THE PREVIOUS DAY AND LOGS APPROPRIATELY.
11. MAINTAINS CURRENT SURGERY LOGBOOK DAILY.
12. COMPUTES AND REPORTS MONTHLY STATISTICS TO APPROPRIATE DEPARTMENTS AND DEPARTMENT DIRECTOR, ACCORDING TO POLICY.
13. NOTIFIES DEPARTMENT DIRECTOR OF ANY SCHEDULE CHANGES. IF SCHEDULE IS ALREADY DISTRIBUTED, NOTIFIES APPROPRIATE DEPARTMENT AND PERSONNEL.
14. MAINTAINS THE COMMUNICATION BOARD REGARDING INFORMATION ABOUT SURGICAL PROGRESS.
15. COMMUNICATES INFORMATION ABOUT THE SURGICAL PROGRESS TO THE PATIENT'S FAMILY/SIGNIFICANT OTHERS IN THE WAITING ROOM, AS DIRECTED. TAKES AND RECORDS MESSAGES AND COMMUNICATES TO APPROPRIATE MEDICAL STAFF MEMBERS.
16. ANSWERS THE TELEPHONE IN A POLITE MANNER AND COMMUNICATES INFORMATION TO APPROPRIATE PERSONNEL, USING MEMO BOARD.
17. MAINTAINS CONSTANT AWARENESS OF THE DAILY SURGICAL SCHEDULE AND PATIENT WHEREABOUTS AND ASSIST THE CLINICAL COORDINATOR AS NEEDED TO PROMOTE EFFICIENT RUNNING OF THE DAILY SCHEDULE.

EDUCATION

10/2010

DIPLOMA (CERTIFICATION PENDING), EVEREST COLLEGE

3.0GPA Medical Assistant/administrative Assistant

9/1999

COLLEGE CREDITS, CCC

2.9 business management office Automations

SKILLS

- Exceptional customer service skills
- Work well with Others
- Career Driven
- Fast learner
- Team Player
- Self Starter / Reliable

ACTIVITIES

Presby's Inspired Life - Community Volunteer

Philadelphia Community In Action Volunteer- Feed the Homeless