

# Alison Lee

Upper Darby, PA 19082

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2674415311

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Medical Receptionist/Front Desk**

Dr Joseph Labricciosa Do Pc - Broomall, PA

June 2018 to Present

My Responsibilities/Duties is to Multitask Working in the Front Office,I'm the FACE of the company,My duties included taking care of all tasks, Answering High volume of incoming calls,Greetings Patients in a Friendly manner as they enter the office. Checking Patients In/Out making Follow up appointment, collect co-pays and account balance, Obtain updated Demographics at each visit,Verifying Insurance (NAVINET),Assist patient with MRI-X-RAY-CT SCAN etc prior approval for Medication, Assist Patients with Precert,Referral (NPI #).Printing Super Bills,Fax prescriptions to pharmacy,Scanned all Documents,copying,Schedule appointments 10 Minutes apart. EMR SYSTEMS AMAZING CHART,PRACTICE MANGER ect..

### **Medical Receptionist**

GEO Group Lawton Correctional Facility - Thornton Park, IN

May 2016 to May 2018

My Responsibilities was to multitask Answering High Volume of incoming calls,Greetings Visitor, Scheduling appointments confirm/cancel bookkeeping, ordering supplies for the medical department, handling billing,copying, faxing, email,R.O.I logging, Medical list,keeping paperwork organized at all times,Scanned all documents into correct tech system,Microsoft Excel spreadsheet for ultra sound/x-ray,Medical list,Detox patients etc.

### **Medical Records Clerk**

Geo Group Inc - Thornton, PA

May 2016 to May 2018

My Responsibilities was Creates new Medical Records and retrieves existing medical record by gathering appropriate record folder and contents assigning and recording new record number verifying existing record as well.Inputting and recording location to computer, delivering records also sending authorizations consent form to different doctors offices or hospital the patients was previous seeing before being incarcerated also sending EMR for Social Security Administration ,Judges, hospitals,courts.Responsible for maintaining, incorporating and accurately for all medical records information on each individual inmates/patients also I verifying insurance,

### **Administration Assistant/Receptionist**

Renewal Construction Company - Norristown, PA

January 2013 to February 2016

My Responsibility was to perform a variety of administrative and clerical tasks. Assistant include providing support to my manager and employees, assisting in daily office needs, ordering supplies, setting up board meeting, conference meeting. Also I coordinate front-desk activities including distributing correspondence and redirecting phone calls. I welcome guests positively and executes all administrative tasks to the highest quality standards.

### **Office Assistant**

DCIU Head Start - Morton, PA  
January 2010 to December 2012

My Responsibility was to Handle all Clerical support tasks. It include typing files, schedule interview, taking Inventory Copying/Bookkeeping/Faxing/Answering Incoming Phones call forwarding to the right department assisting human resource department etc..

### **Teacher Assistant**

Chester community charter school - Chester, PA  
February 2008 to November 2009

Responsible for promptly organizing the children arrival in the morning. Help the children in there classrooms, Follow teachers instructions in preparing them for other activities. Monitor student during lunch time recess, Also perform office function as well Fax/copying/file.

### **Receptionist**

CONICELLI TOYOTA - Springfield, PA  
March 2006 to March 2009

I was Responsible for all inbound calls, directing the calls to the right department. I also was the "FACE" of this company for all visitors by Greetings all visitor. Faxing/Copying/Credit Report for all Sales employee also help out in the, finance department. I personally assist customers with certain issue problems, concerns, while ensuring a great quality of customer service. I also served as an Administrative assistant Managing Sale of Purchase Orders/Payment and Financial Transactions/ Recorded Car stock Inventory on a daily basis. Manually Recorded Transaction of Trades/Sales/and Transfer

### **Customer Service Associate/Cashier**

Shoprite Store - Philadelphia, PA  
April 2005 to January 2006

My Responsibility was to Processed Cash, Credit, and Return Transaction including cash settlement at the end of each cashier shift, Provided High quality customer service to each customer by helping them locate items or isles. I also Did lottery tickets, money orders, western union, answering incoming calls, Septa token ect... I also was a front end supervisor to all cashier's. I performed Bookkeeping inventory and kept the checkout area safe and clean.

### **Front Desk Receptionist**

Salvation Army - Philadelphia, PA  
November 2003 to March 2005

I was Responsible for handling front office reception I was the face of the company for all visitor. I also did administration duties as well, including greetings guests and offering them a beverage, answering phones, handling company inquiries, and sorting and distributing mail, Keeping track of all donation, bookkeeping, schedule meeting and travel for executive, director,

## Education

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### **Academic diploma**

Penn Wood High School

### **MEDICAL ASSISTANT**

CHI BROMALL

## Skills

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Excellent communication Skills,Excellent Time management Skills,excellent Problem Solved Skills,  
Excellent Customer Service Skills Excellent Computer Skills,Microsoft Document, Microsoft Windows/  
Microsoft Word/Microsoft Excel/Microsoft PowerPoint/Microsoft Outlook/Skype For Business