

JENNIFER FRANKS

58035 state Hwy 48 Hinckley, MN 55037 Jennf@ymail.com

SUMMARY

Medical billing and coding specialist with CCA credentials. Associate's Health Information Technician Great with details, time management, problem-solving, and the ability to work well with others to get work done.

Skills PROFILE

- Outstanding time management & organizational skills
- Strong cultural and diversity competencies
- Gathered data to further learn about medical coding.
- Animal Health and Monitoring
- Herd management
- Pasture management and rotation
- Operation and some maintenance
- Fencing installation and repair
- Teamwork and communication
- Aptitude for problem solving
- Skilled in program evaluations & systems
- Prepared reports on the Health Information Field

Education

Bachelor's Degree in Health Care Management	April 2021
Health Information Technician (Health Sciences)	September 2019
Rasmussen College Medical billing and Coding Certificate	March 2018

Experience

HIT/Scheduling

Patient Data in EHR
 ROI release of information
 Scheduling Appointments
 Nex Gen
 Office work
 Gathering insurance information
 Following up with Insurance Adjustors
 Sending in clinical in to insurance companies
 Retrieving Faxes
 In basket messages and Emails

Other Experience

I am a dedicated experienced livestock and ranch worker seeking a position to apply my skills in animal care, and general day-to-day ranch operations.

Experience:

1. **Livestock Caretaker**
 - Managed daily feeding, health checks, and overall well-being of livestock.
 - Assisted in breeding programs and monitored the birthing of livestock
 - Maintained cleanliness and organization of livestock facilities.
2. **Ranch Operation**
 - Participated in herding and sorting cattle as needed.
3. **Fencing and Infrastructure**
 - Installed and repaired fencing to secure livestock areas.
 - Assisted in the maintenance of ranch buildings

Skills:

- Animal and health monitoring.
- Herd management and breeding assistance.
- Pasture management and rotation.
- Operation and some maintenance
- Fencing installation and repair.
- Teamwork and effective communication.

Education:

High School Diploma (Year)

References:

Available upon request.

Essentia Health

Pre Services Managed Care September 11, 2021 to current

Gathering insurance information

Following up with Insurance Adjustors

Sending in clinical into insurance companies

Retrieving Faxes

In basket messages and Emails

Dollar Tree Inc.-Foley MN

Assistant Manager

Banking

09/2018 to 9/2019

Daily running of the store

TJ's Coffee-Foley Mn

Manager

. Run the day the day-to-day operation of the coffee shop. 08/2017 to 9/2018

. Ordering Supplies

. Banking

Home Advantage Health Care

PCA.

. Assisted adults and children with their daily needs and care.

. Took Clients to appointments

. General Errands 08/2016 to 08/2017

Quality Inn

Assistant Housekeeper --St. Cloud Mn

. Assured that guest rooms and hotel were cleaned to hotel standards. 04/2013 to 09/2016

. Assisted guests

. Ordered supplies

Course Completed

• ICD_PCS Coding 05/2017 to 06/2019

• ICD-CM Coding

• Coding Foundations

• Career Development

• Introduction to Communication

• Healthcare Data Management and Statistics

• Health Information Compliance

• Health Information Law and Ethics

• Management of Health Information Services

• Healthcare Information Technologies

• Revenue Cycle and Billing

• Ambulatory Care Coding

• AHIMA Membership

• Pending RHIT Exam

Currently enrolled in the Healthcare administration master's program at Capella University