

Candra Davis

Computer programs-ECW, Meditech, Cerner, Amazing Charts,

Macon, GA 31210

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Customer-focused, detail-oriented and computer-savvy medical receptionist. Personable and courteous in all interactions with patients and team members and skilled at anticipating physician and practice needs.

Effective- in handling office and administrative tasks within busy, multi-physician practices.

Expedient- in processing patient check-in/check-out, verifying insurance and collecting third-party claims.

Efficient- in managing appointment scheduling, patient records, medical billing and financial information.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Customer Service Representative

Macon Bibb County Health Department - Macon, GA

Present

Check patients in and out of their appointments.

Fax, file, and scan all important documents due to hipaa.

Answer and route calls

Schedule appointments

Track referrals

Car loader

BASF Corporation - McIntyre, GA

September 2021 to August 2022

Operated the forklift,

placed 55 lb bag on conveyer belt.

Got orders put out to be shipped out to companies

Administrative Assistant II

Georgia Department of Public Health - Macon, GA

July 2018 to February 2020

support in a variety of functions to an individual, team, department or another group in an organization. Collects, reviews and analyzes data and prepares reports, charts, budgets, and other presentation materials.

- Carried out receptionist duties such as answering phones and directing clients
- Completed clerical tasks including filing
- Kept track of all incoming and outgoing mail

- Assisted with data entry

Secretary

Coliseum Medical Centers - Macon
March 2015 to May 2017

Perform routine clerical and administrative functions such as , scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Medical Receptionist/Office Assistant

Image Plastic Surgery Center
January 2011 to January 2015

performs a number of duties, including greeting and scheduling patients and visitors, bookkeeping, calling patients to remind them of appointments, handling billing, answering and routing calls, making transactions, and keeping paperwork organized.

Assembly Line Worker

YKK AP AMERICA INC - Macon, GA
January 2011 to September 2013

I begin by reading technical schematics to become familiar with the construction process. They measure parts and use tools to shape and trim them down to appropriate size. They then connect parts together.

Juvenile Correctional Officer

Bill. E. Ireland Ydc - Milledgeville, GA
December 2009 to December 2011

within this capacity often include Transporting inmates to and from court hearings, medical facilities, classes or recreational activities. Patrolling correctional facility to ensure it is clean, secure, and well-maintained. Supervising inmates throughout the day, including meal time and recreational time.

Production Worker

Rheem Manufacturing Company - Milledgeville, GA
September 2006 to February 2010

Responsible for operating equipment in a factory and preparing items for distribution. The requirements for a production worker involve assembling and checking products, ensuring all machinery runs smoothly, and assisting in the packaging and shipment of items.

Records Clerk

Wilkinson County Courthouse
July 2008 to December 2009

Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records.

Health Service Technician(adolescent)

Central State Hospital - Milledgeville, GA
April 2007 to October 2009

Provides clients with help walking, exercising, and moving in and out of bed. Provides subprofessional occupational and/or physical therapy services to physically and/or developmentally disabled patients.

Transports and/or accompanies clients to treatment units, using a wheelchair or stretcher. Under direct supervision, learns to provide basic patient care and works with patients/clients to develop daily living

Education

High school or equivalent

Wilkinson County High School

High school diploma

American Professional Institute

Skills

- Adaptability, Multitasking, Leadership, Management, Teamwork, Problem-solving, Collaboration, Time management, Empathetic, Prioritizing, Eclinical Works, Medi tech software, Switchboard operator, 10 key calculator, quickbooks (7 years)
- Secretarial
- Customer Service
- Administrative Assistant
- Front Desk
- Front Office
- Medical Billing
- Eclinical
- Reception
- Computer Literacy
- Medical Receptionist
- Medical Terminology
- Clerical
- Billing
- Microsoft Word
- Receptionist
- Scheduling
- Organizational Skills
- Time Management
- Office Experience
- Customer service
- Windows

Certifications and Licenses

Driver's License

Additional Information

- Volunteer at Nursing home 2010-2019
- Model who empower, uplift and helps women who has low self-esteem
- Volunteer for my local Baptist Church
- Caregiver