

Tashae Wallace

Belleville, IL 62220

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Work Experience

LPN (Licensed Practical Nurse)

BRIA Health Services - Belleville, IL

August 2021 to Present

LPN (Licensed Practical Nurse)

AUTUMN MEADOWS OF CAHOKIA - Cahokia, IL

January 2021 to June 2021

Licensed Practical Nurse (LPN)

CommuniCare Health Services - St. Louis, MO

September 2020 to January 2021

Dietary Aide

Healthcare Services Group - Godfrey, IL

October 2019 to January 2020

Served food to individuals who have intellectual disabilities, washed and sanitized utensils. Prepare meals according to recipes, and plan menus.

Caregiver

San Gabriel Memory Care - Godfrey, IL

August 2019 to September 2019

Assisting with personal care, which may include bathroom functions, bathing, grooming, dressing, and eating.

Ensuring the client's home is organized according to their needs and that safety measures are in place.

Account Resolution Specialist

Medassist, A Firstsource Company - Belleville, IL

April 2019 to June 2019

Evaluate the information received from the client to determine which insurance to bill and attain necessary attachments or supporting documentation to send with each claim.

Successfully collect on aging medical insurance claims, either in the office or at the client site.

Customer Advocate

Aerotek - Belleville, IL

October 2018 to April 2019

Receive inbound calls from providers and members about their policies, gathering dental information and dental history.

Maintains knowledge necessary to process eligibility for services for all members.

Assist and provide information to patients, clerical staff and insurance companies, as well as identify and resolve patient/physician billing complaints.

Food Service Worker

Morrison Healthcare - Alton, IL
August 2016 to October 2018

Clean and sanitize work areas, equipment, utensils, and dishes.
Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

Home Care Aide

Senior Services Plus - Belleville, IL
August 2015 to November 2016

Helped care for physically or mentally ill, injured, disabled, or infirm individuals who are confined to their homes.
Helped clients with bathing, cleaning, and daily tasks.

Dietary Aide

Healthcare Services Group - Godfrey, IL
April 2015 to August 2015

Served food to individuals who have intellectual disabilities, washed and sanitized utensils.
Prepare meals according to recipes, and plan menus.

Dietary Aide

Unidine Corporation - Godfrey, IL
August 2014 to August 2015

Served food to individuals who have intellectual disabilities, washed and sanitized utensils.
Prepare meals according to recipes, and plan menus.

Education

Diploma in LPN

Applied Technology Services - St. Louis, MO
August 2019 to August 2020

Certificate in Medical Office Specialist

CALC Institute of Technology - Fairview Heights, IL
March 2018 to March 2019

Nursing Licenses

PN

Expires: May 2022

State: MO

Skills

- CPR
- Patient Confidentiality
- Type 40 Wpm
- Electronic Health Records
- CPT
- Medical Insurance & Billing
- ICD-10-CM, ICD-10-PCS
- Medical Terminology
- Microsoft Excel & Word
- CMS 1500 Forms
- Excellent Phone Skills
- Insurance Follow Up
- Medical Office Procedures
- Medical Records
- Nursing

Certifications and Licenses

LPN