

# Amy Guenther

## **LPN**

Clintonville, WI 54929

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+1 715 250 4355

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **LPN**

Green Tree Health and Rehab Center - Clintonville, WI

December 2021 to Present

- Recording the patient's history.
- Giving medication as prescribed by the physician.
- Taking vital signs such as blood pressure, temperature, and weight.
- Basic wound care including cleaning and bandaging injured areas.
- Giving injections of medications.
- Providing immunizations

### **Loan Support Specialist**

Premier Community Bank - Marion, WI

November 2020 to December 2021

- Process loan payments and loan advances
- Calculate payoff request and process paid loan files.
- Process billing and interest calculation changes
- Prepare and process loan participation entries and maintenance as required.
- Process escrow transactions and perform maintenance as needed
- Maintain loan system and tickler system

### **CNA - Certified Nursing Assistant**

St. Joseph Residence - New London, CT

July 2020 to November 2020

- Provide routine care to residents in an 80 bed long-term-care facility.
- Daily testing and recording of patient medical information.
- Assist residents with daily activities including: helping with meals, moving about facility, lifting devices, bathing, dressing, and grooming.

### **AR Staff Accountant**

Homme Home for the Aging - Wittenberg, WI

January 2018 to July 2020

- Manage account receivables and incoming payments.
- Coordinate accounts billing and collections.
- Balance business bank accounts.

- Insurance benefit verification, certification, and authorization prior to admission. Admission paperwork completion and Medical Assistance support with resident/families.
  - Information data entry and maintenance of ICD 10 codes as needed.
  - UB-04 Claim processing for Medicare and Private Insurance
  - Assist residents, family members with Medicare benefits and Medical assistance.
  - Routine office duties include: manning the reception desk, answering phones, and filling.
  - Organize and develop past due record reports to share with senior staff.
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- Work in collaboration with insurance companies, and other healthcare professionals
  - Maintain and utilize Excel spreadsheets
  - Software currently utilized: Matrix, myAbility, Availity, Forward Health Portal and multiple online insurance websites

### **Account Receivable Billing Specialist**

St. Joseph Residence

March 2016 to January 2018

- Preparation and posting of bank deposits.
- Manage account receivables and incoming payments.
- Balance business bank accounts.
- Insurance benefit verification, certification, & authorization.
- Information data entry & maintenance of ICD 10 codes.
- Coordinate accounts billing and collections.
- Routine office duties include: manning the reception desk, answering phones, and filling.
- Organize and develop past due record reports to share with senior staff.

### **Medical Coding Secretary**

St. Joseph Residence

October 2015 to March 2016

- Fax and receive patient medical orders from multiple providers.
- Answering phones.
- Assist families with questions regarding appointments and doctor orders.
- Code medical diagnosis ICD-10
- Digitally scan records and organize data.
- Information data entry.

### **Certified Nursing Assistant**

Pine Manor Health Care Center

2008 to October 2015

- Provide routine care to residents in an 80 bed long-term-care facility.
- Daily testing and recording of patient medical information.
- Assist residents with daily activities including: helping with meals, moving about facility, lifting devices, bathing, dressing, and grooming.

### **Director of Medical Records and Purchasing**

Pine Manor Health Care Center

June 2008 to 2013

- Evaluate, record, order, and restock medical supplies.
- Coordination of patient diagnosis and corresponding medical codes by ICD 10

- Communicate patient medical information via mail, fax, and email.
- Organize health provider schedule and setup patient appointments.

## **Waitress**

Clint-Mar

June 2006 to June 2008

- Accurately recorded and delivered food and beverage orders.
- Prepared customer bill
- Stocked bar.
- Assisted with cleaning of dining and food preparation areas.
- Provided customers with attentive and friendly service.

## Education

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### **Medical Coding Certificate**

NWTC

September 2008 to Present

## Skills

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- DATA ENTRY (3 years)
- ACCOUNT RECONCILIATION (3 years)
- BUDGETING (2 years)
- EXCEL (3 years)
- INVOICE (2 years)
- Accounts Receivable
- Receptionist
- Insurance Verification
- Medical Coding
- ICD-10
- Medical Billing
- Bank Reconciliation
- CPT coding
- ICD coding
- General ledger accounting
- Medical records

## Certifications and Licenses

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### **CPR**

### **LPN**

August 2021 to Present

## CNA

### Assessments

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#### **Medical billing — Proficient**

August 2020

Understanding the procedures and forms used for medical billing.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

### Additional Information

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#### Skills

- Great organization and time management skills.
- Excellent technology skills.
- Working experience in Microsoft Word, Excel, PowerPoint, Outlook, and Matrix data entry software.
- Real world mathematical skills.
- Account reconciliation and invoice management.
- Budgeting.
- Strong communication skills.