

Takesha Webb-Parker

(225)253-6748

webbtakesha@yahoo.com

2022

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Takesha Webb-Parker

# Takesha Webb-Parker

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## Professional Summary

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Highly Motivated Goal-oriented professional with a pleasant personality with Healthcare experience from claim processing, patient accounts to financial counseling. With no issues with time management. Complaint resolution skills due to high level of customer service experience. Knowledgeable in microsoft, office and powerpoint with advance typing.

## Key Qualifications

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- Expert Customer Service Experience
- Ability to compute Basic Arithmetic And Work With Numbers
- Strong Interpersonal Skills
- Sufficient In Typing
- Excellent Verbal and Written Communication Skills
- Call Center Experience
- Knowledgeable In Patient Accounts
- Claims Processing Skills
- Excellent Attention to Detail
- Filing Experience
- 10 Key Skills

## Work Experience

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**Our Lady of the lake Regional Medical Center**  
Financial Advisor

December 2021-Present

- Responsible for providing patients with cost estimates prior to admission and advise them on paying for services. Also act as a liaison between the hospital and the patient and collects payments. I educate patients on their financial obligations to the facility, and follow up with patients and other parties to ensure accuracy and completeness of the information.

**Woodlake Addiction & Recovery Center**  
Medical Assistant Extern

November 2021-January 2022

- Prepared patients for application of treatments and procedures.
- Managed efficient patient intakes, collecting histories, documenting vital signs

and updating charts.

- Prepared treatment rooms for patient examinations, keeping rooms neat and clean.
- Smoothed procedures for physicians, passing instruments, helping patients feel comfortable and answering routine questions.

## **Lhi**

October 2020-March 2021

Medical Service Coordinator

- Responsible for handling Inbound customer service questions & concerns regarding Covid 19 testing. Inputting important patient information for testing sites. Assisting patients in accessing & utilizing the company's website to schedule Testing. Responsible for handling inputting patient insurance information while complying to HIPPA guidelines. Responsible for scheduling testing at many different testing sites for 5 states.

## **Brown & Root**

November 2019-April 2020

Scaffold Helper

- Job duties included loading/unloading material, assisting crew with scaffold erection/dismantling, and participation in safety meetings/jsa. Assisted scaffold leadman in the erection and dismantling of scaffolds. Designed, constructed, and dismantled scaffolding.

## **United Healthcare Group**

July 2017-July 2018

Claim Adjustment Representative

- Responsible for updating claim information based on research from provider and members to ensure correct benefits are paid on each claim by using the proper policies, procedures and state guidelines. Also resolving errors & issues on appropriate claims.

## **Our Lady of the lake Regional Medical Center**

February 2015-July 2017

Patient Account Representative

- Responsible for the facility daily deposits(checks) as well as ensuring the previous day deposits are posted o correct accounts. In some instances acted as a secondary to post patient check and credit card payments to appropriate accounts. Also in charge of properly compiling the daily work for other patient account representatives.

# **Education**

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## **Medical assistant**

March 2021-January 2022

Remington College

- Graduated With Certificate

**Phlebotomy**  
Baton Rouge Community College

April 2022

- NHA Certified/  
• Graduated with Certificate

**General Studies**  
Broadmoor High

May 1998

- Graduated With Diploma

**TWIC/OSHA**

November 2020

- Certification

## **References**

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Available upon request.