

# Heather Green

**Address** - 31 Crawford way ▪ Toccoa, GA 30577  
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## CAREER OBJECTIVE

Seeking to combine skills and dynamic medical education into opportunities to enter the healthcare field with an innovative organization.

- Proficiencies: Greenway; MS Excel; MS Word; MS PowerPoint; Typing Speed: 55 WPM
- Strengths: Resource inventory (counting or tracking office supplies); Data inventory (organizing, recording, storing, or saving information); Following directions; Dependable; Trustworthy
- Languages: American Sign Language

## QUALIFICATIONS

Accounting ▪ Payroll ▪ and Banking Systems ▪ Healthcare Law ▪ HIPAA Compliance ▪ Charting ▪ Filing  
Processing Co-Payments ▪ Human Resource Management ▪ Organizational Improvements ▪ Appointment Scheduling  
Insurance Billing Procedures ▪ CMS1450 ▪ UB04 ▪ CMS1500 ▪ Healthcare Claim Cycle ▪ Insurance Verification  
Interpersonal Professional Communications ▪ Business Office Operations ▪ Medical Office Procedures ▪ Medical Practice  
Management Systems ▪ Practice Structure ▪ Leadership & Management ▪ Medical Terminology ▪ Anatomy & Physiology

## EXPERIENCE

Subway– Toccoa, GA

01/2018-07/2018

Rite Aid Pharmacy– Toccoa, GA

01/2007-12/2014

### Customer service

- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges as well as security practices and procedures
- Computed sales prices, total purchases and receive and process cash or credit payment
- Handled cash, documented returns, inventory and use point of sales system

## CERTIFICATIONS

Stephens County Hospital – Toccoa, GA  
**First Aid and CPR Certified**

Ultimate Medical Academy – Tampa, FL  
**Medicaid/Medicare Fraud and Abuse**

## EDUCATION

### **Ultimate Medical Academy | Associate of Science Degree – Healthcare Management, 2019**

Fully accredited, accelerated program providing instruction in healthcare management, leadership skills, business office operations, computer applications, healthcare delivery and accounting systems. Program content includes personnel management, customer service, employee benefits and adherence to healthcare laws, regulations and ethics. Research, professional writing, critical thinking and communications skills are emphasized throughout the program.