

Adrian Smith Mireles

Act of Kindness is my greatest Gift to all mankind unconditionally!

Hoover, AL 35244

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"Experienced professional with a demonstrated history of incorporating acts of kindness into both personal and professional endeavors. Recognized for cultivating strong relationships and fostering a positive work environment through empathy, compassion, and altruism. Proven ability to enhance team dynamics, customer satisfaction, and community engagement through genuine acts of kindness. Seeking opportunities to leverage these skills and contribute to a mission-driven organization dedicated to making a positive impact."

Authorized to work in the US for any employer

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Veterinary Prior Authorization Specialist

BluePearl Pet Hospital - Birmingham, AL

October 2023 to April 2024

Job Description:

Patient loyalty programs : Care credit, Frankie's Pet's, Chewy's, Pumpkin

- Review and assess treatment plans recommended by veterinarians for specialty cases.
- Verify insurance coverage and eligibility for specific treatments and procedures.
- Communicate with insurance providers to obtain prior authorization for treatments and procedures.
- Coordinate with veterinarians to gather necessary documentation and information for authorization requests.
- Ensure compliance with insurance requirements and regulations.
- Maintain accurate records of authorization requests and outcomes.
- Provide support and guidance to veterinary staff regarding insurance-related queries and concerns.
- Stay updated on insurance policies, procedures, and guidelines related to veterinary care.
- Collaborate with billing and administrative staff to ensure timely processing of authorization requests.
- Assist with appeals process for denied authorization requests when necessary.

Certified Tumor Registrar ER Prior Authorization Professional Leadership

Blue Pearl Emergency Specialty Hospital

July 2022 to April 2024

(2 years)

The job of a Tumor Registrar involves collecting, organizing, and maintaining data on cancer patients.

They ensure accurate and comprehensive records of cancer diagnoses, treatments, and outcomes are kept for research, treatment planning, and public health purposes. Tumor

Registrars play a crucial role in cancer surveillance, quality improvement, and advancing medical knowledge in oncology.

Fashion Print Model/Music Vocalist/ Voice Over

Cathi Larison - Mountain Brook, AL

January 1997 to April 2024

Adrian's talents since 1997 include:

- Modeling: Adrian has showcased her talent in front of the camera, gracing various campaigns, runways, and editorials.
- Music Artist: Adrian has honed her skills as a music artist, sharing her voice and creativity through songwriting and performances.
- Writing: Adrian's literary prowess shines through her writing, whether it's penning lyrics, articles, or perhaps even a novel.
- Voice Over: With her distinct voice, Adrian has lent her talents to voice over work, bringing characters and narratives to life.
- Clothing Designer: Adrian's creative vision extends to fashion design, where she crafts unique and stylish garments that reflect her personality and flair.

SR. EXECUTIVE RECRUITER Medical Specialist Patient Coordinator

Interim HealthCare - Mountain Brook, AL

January 2022 to July 2023

(2 years)

Scheduled all Nursing personal RN, LPN, CCMA, HHA for Hospitals, Assistant Living, Drug Rehabilitation facilities.

Neurology Specialist Accountant Professional Leadership

UAB Hospital - Birmingham

August 2017 to January 2022

(1 year)

1. Work at UAB giving out covid vaccinations downtown at Spain and Margaret emergency covid site.

2. RN Lead Surgery Technician preparing needles for patients that were receiving the covid vaccination Pfizer

1. Make sure that all patients were all accounted for it for safety and wellness or any incoherent measures after they received their covid vaccinations.

Dedicated to providing compassionate care and staying abreast of the latest advancements in the field. Skilled in conducting thorough evaluations, developing tailored treatment plans, and fostering strong patient-doctor relationships.

Specialist//Dental Assistant/Patient Prior Authorization

Children s Hospital of Birmingham at Children s Hospital - Birmingham

June 2019 to July 2020

(1 year)

Dedicated BCBA Case Supervisor with a focus on providing exceptional behavioral support services for children at Birmingham Alabama ENT Children s Hospital. Proficient in conducting comprehensive assessments, developing individualized treatment plans, and overseeing implementation by a multidisciplinary team. Skilled in training and mentoring staff, ensuring adherence to best practices, and collaborating with families to optimize outcomes. Committed to delivering compassionate care and promoting the well-being of children with diverse needs.

Tumor Registrar Professional Leadership Patient Coordinator Tech

Schaeffer Eye Center

March 2017 to June 2019

(2 years)

The job of a Tumor Registrar involves collecting, organizing, and maintaining data on cancer patients. They ensure accurate and comprehensive records of cancer diagnoses, treatments, and outcomes are kept for research, treatment planning, and public health purposes. Tumor Registrars play a crucial role in cancer surveillance, quality improvement, and advancing medical knowledge in oncology.

Experienced professional leader adept at guiding teams towards achieving organizational goals. Skilled in strategic planning, resource management, and fostering a positive work culture. Proven track record of driving innovation, implementing effective processes, and inspiring high levels of performance.

Lead Medical Billing Took Patients to the back to exam

Rooms. Schedule apt, Billing, A P A R, Answer multi-line phone, Sign animals for Dog Training classes, checks in out patient post-opp apt walk patients, Event Manager

Coordinator, fax, email, and create new patient files. Give patient R X medicine while being discharge.

Help apply any medications to animals.

Work with instructor with patients testing animal behavior problems.

Medical Billing Representative/Occupational Therapist

Kelly Animal Clinic Hospital

October 2014 to January 2017

(2 years)

Duties Assisting Patients to the back and make appointment. Medical Billing

Representative Head for

Medicare insurance, member Service rep to Adopting pets into a loving home(25). Head of promotional events, Bill Schedule apt, Billing, A P A R, Answer multi-line phone, Sign animals for Dog Training classes, checks in out patient post-opp apt walk patients, Event Manager

Coordinator, fax, email, and create new patient files. Give patient R X medicine while being discharge.

Help apply any medications to animals.

Work with instructor with patients testing animal behavior problems. Made appointments for patients for grooming.

Member Service Leasing Agent/Tutor

Planet Fitness/ Great expectations - Mountain Brook, AL

July 2011 to October 2014

(3 years)

Duties included Dating consultant that provided excellent customer service to perspective clients, dataentry, taking customer service calls in a timely and efficient manner, accurately keyed and verified confidential client information for future dating candidates, and performed receptionist duties as needed.

As a Fitness Leadership Supervisor, responsibilities include overseeing a team of fitness instructors and trainers, ensuring the delivery of high-quality fitness programs, and maintaining a safe and supportive environment for clients. Additionally, the role involves scheduling staff, conducting performance evaluations, providing ongoing training and development, and collaborating with management to develop and implement fitness initiatives. The Fitness Leadership Supervisor is also responsible for resolving any issues or concerns that arise among staff or clients, and for upholding the standards and values of the fitness facility.

Medical Assistant Receptionist

Cahaba Mountain Brook Animal Clinic - Mountain Brook, AL
July 2009 to September 2013

(2 years)

Duties Took Patients to the back to exam

Rooms. Schedule apt, Billing, A P A R, Answer multi-line phone, Sign animals for Dog Training classes, checks in out patient post-opp apt walk patients, Event Manager

Coordinator, fax, email, and create new patient files. Give patient R X medicine while being discharge.

Help apply any medications to animals.

Work with instructor with patients testing animal behavior problems.

Applied Behavioral Analysis (ABA) Therapist

Children s of Alabama - ENT SOUTH
May 2003 to May 2006

(3 years)

Duties Work Special Needs Ed with all Mental and behavioral Pediatrics

Schedapt for new pts. rt postop

BMT overbook Assisting Patients and took them to the exam room.

Cancel apt reschedule apt Placed in 200 or more patient referrals into to system

For new patients that had to be entered into the computer by the end of the day. Faxed Rx to pharmacies, clinics, and Dr. Offices upon request.

Admi/Billing Rep/Occupational Therapist

Caretenders Linacare - Pelham, AL
July 1997 to July 2000

(2 years)

Duties Answered 12 multi-line phones for departments of DME Infusion, Occupational Therapist, Respiratory Therapist MET

Warehouse department. Make appointments for patients to pick up oxygen and other medical equipment.

I Fitted patients to O2 tanks nasal canals, and other medical equipment. Occupational Therapist

Faxed, emailed, and shipped medical equipment. Sent out reminders for patients for their appointments once a month. Filing, A R,

A P, Worked on pick-up orders for the MET Dept.

Duties included Provided excellent customer service for perspective customers, answered multi-line customer service calls in an efficient and timely matter, received and reconciled over-the -counter payments via Western Union and Money Gram, cashier, refunds and exchanges, mail off defective products that customer may have purchased that broke Actions Mark as

Unread Mark as Headstart

Student Leadership Team

MERRY GO ROUND - Hoover, AL
January 1993 to January 1996

As a Student Leadership Team Supervisor, I oversee a dynamic group of student leaders, guiding them in organizing and executing various initiatives and events aimed at enhancing campus life and fostering student engagement. My role involves mentoring and empowering team members, facilitating leadership development workshops, and providing ongoing support to ensure the success of our projects.

Additionally, I collaborate with faculty and staff to align our efforts with the university's goals and values, while also serving as a liaison between the student body and administration. Through effective

communication, strategic planning, and a commitment to inclusivity, I strive to cultivate a vibrant and inclusive campus community where every student has the opportunity to thrive.

Education

TUTOR TEACHER in K-12

Sylvan Unified K-12 - Birmingham, AL
May 2024 to May 2024

Master of Family Therapy in Applied Behavior Analysis

Arizona Global University - California City, CA
December 2023 to April 2024

Bachelor of Science in Applied Behavior Analysis

University of Arizona - Arizona City, AZ
October 2023 to April 2024

Associate Degree Bachelor in Health and Human Services

Ultimate Medical Academy-Tampa - Clearwater, FL
December 2019 to April 2024

Associate Degree in Nursing in Physical Therapy

Ultimate Medical Academy-Tampa - Tampa, FL
December 2020 to September 2023

Master Behavioral of Science in Applied Behavior Analysis

Ashford University - California City, CA
November 2014 to June 2017

Skills

- Data Collection
- Autism Experience
- Experience with Children
- Social Work
- Moderate SOCIAL NETWORKS Facebook
- <https://tabitharenee33> LinkedIn
- Venipuncture
- Surveillance
- Medical Office Experience
- customer service
- <https://tabitha hall> Twitter
- Medical Records
- Group Therapy
- Property Leasing

- Crisis Intervention
- Behavioral Health
- Special Education
- <https://linkedin.com/in/kathleen-washburn>
- Events Management
- Case Management
- Multi-line Phone Systems
- Medical Coding
- Management
- 1 year English
- EMR Systems
- Child & Family Counseling
- Vital Signs
- Behavioral Therapy
- Insurance Verification
- Dog Training
- Developmental Disabilities Experience
- Applied Behavior Analysis
- Experience Administering Injections
- Visual Basic
- Teaching
- Medical Billing
- Behavior Management
- Medical Terminology
- Individual / Group Counseling
- Customer service
- Organizational skills
- Time management
- Addiction Counseling
- Cognitive Behavioral Therapy
- Crisis Management
- Mental Health Counseling
- ICD-10
- Medical Imaging
- Laboratory Experience
- Program Development
- Calculus
- Lesson planning
- Experience working with students

Links

<https://linkedin.com/in/kathleen-washburn>

Certifications and Licenses

AED Certification

RHIT

CCMA Certification

BLS Certification

Driver's License

BCBA

CPR Certification

ACLS Certification

CNA

Certified Dental Assistant

Paraprofessional Certification

Licensed Clinical Social Worker

LPC

LMFT

LICSW

ARRT Certification

Registered Vascular Technologist

RDCS

Teaching Certification

Certified Medical Assistant

Medical Coding Certification

Clinical Social Worker

Certified Fitness Instructor

LPCC

LCPC

Counseling Certification

Certified Payroll Professional

Fundamental Payroll Certification

State Tested Nursing Assistant

Occupational Therapy License

OTR

Certified Coding Specialist