

Andrea Masters

2457 SE Hallahan Street
Port Saint Lucie, Florida 34952
amasters82@operamail.com
(772)205-9907

EDUCATION

Keiser University
Port St. Lucie, FL 34952
Associates of Science in Computer Graphics and Design

Eastern Suffolk BOCES
Bellport, NY 11713 2003
Medical Terminology and Billing Course

Connetquot High School
Bohemia, New York 11716 1997-2000

SKILLS

Teaching the use of contact lenses.
Knowledge in ordering Contact Lenses, eyeglasses.
Helping customers pick out frames.
Some knowledge of adjusting frames for customers.
Knowledge of computers.
Knowledge of drug names and their generics.
Experience in billing and settling of insurance issues via computer in a timely manner.
Dealing with client needs by phone and personally.

PROFESSIONAL EXPERIENCE

- 2006-2007 **Lowry Optical 1422 East Millbrook Road, Raleigh, NC 27609**
Optician's Assistant
- Teaching the use of contact lenses.
 - Ordering Contact Lenses.
 - Ordering frames or eyeglasses.
 - Helping customers pick out frames.
 - Adjusting frames for customers.
- 2005 **Tenet Home Care, 4850 W. Oakland Park Blvd Suite 247, Lauderdale Lakes, FL 33309**
Billing Coordinator
- Billing claims on UB92 forms.
 - Pulling "problem" payment charts.
 - Appealing denied claims and contacting patients for insurance information.
- 2004 **The Eye Institute, 27 Nasa Boulevard, West Melbourne, FL 32904**
Front Desk Receptionist
- Greeting patients and answering incoming phone calls.
 - Making and confirming patient appointments.
 - Pulling and Updating patient charts .
- 2003-2004 **Automated Financial Systems, 3505 Veterans Hwy Suite H, Ronkonkoma, NY 11779**
Hospital Biller
- Billing claims on UB92 and HCFA 1500 forms.
 - Handling patient phone calls and phoning insurance companies.
 - Appealing denied claims, working ticklers and new referrals.
- 2002-2003 **Island Optical, 357 Montauk Highway, East Islip, NY 11730**
Medical Biller and Technician
- Scheduling/confirming appointments and handling customer requests and problems.
 - Preliminary testing on patients and teaching clients the proper use of contact lens.
 - Billing on HCFA1500 plus patient co-pay's and deductibles.
 - Ordering contact lenses/eyewear and contacting insurance companies.
- 2001-2002 **PathMark Pharmacy, 5143 Nesconset Highway, Port Jefferson, NY 11776**
Pharmacy Technician
- Answering telephone and handling customers' requests and problems.
 - Counting pills for disbursement and stocking medicine into inventory.
 - Inputting client files and insurance information.
 - Filling refills through the computer and working with computers in general.

- Calling insurance companies.

PROFESSIONAL AFFILIATIONS

Doris Rubio, Supervising Biller
Geri Dubron, Supervising Biller (AFS)
Dr Kalman Zabirowicz, Optometrist (Island Optical)
Charles Maggio, Teacher (Connetquot HS)
Jung Yoo, Pharmacist (Pathmark)
Mike Grossi, Supervising Pharmacist (Pathmark)
Mike Wistich Supervising Pharmacist (Pathmark)

References: Available upon request