

Precious Parham

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Objective:

To apply my passion for chemistry and, the sciences to advance the prosperity of saving lives also, assist in the improvement of the overall health in society at large.

Work Experience:

JOHNS HOPKINS PEDIATRICS OF ROCKVILLE

Rockville, MD

Administrative Assistant

January 2022 – July 2024

- Provide excellent customer service.
- Schedule, cancel, reschedule pediatric appointments accordingly.
- Screens and handles routine matters for Practice; drafting, editing, typing complex reports, developing, implementing and maintaining appropriate office protocol and organization.
- Fax and scan medical reports and referrals to appropriate designation (i.e., other medical offices).
- Grant proxy access to Guardian(s) for their minor's patient portal accounts (MyChart).
- Verify and enter accurate patient information into the registration systems.
- Import/upload patient documents and, file into patients' chart.
- Close the medical office at the end of business (i.e., lock the doors, clean the work spaces, etc.).

MEDSTAR GEORGETOWN UNIVERSITY HOSPITAL

Washington, DC

Central Scheduler/Surgical Coordinator

March 2019 – March 2022

- Obtain signatures on all required surgical and regulatory forms.
- Verify patient information that has been and/or needs to be entered into the EMR system and, schedule Neurology, Pulmonary and Sleep medicine appointments and, Gynecological surgery accordingly.
- Ensure all required documentation is present and, obtain applicable patient payments prior to scheduled procedure and/or appointment. Complete all managed care notification requirements.
- Provide excellent customer service. Maintain patient confidentiality.
- Post the surgical order to contracted Hospital and/or Surgical Facility which entail medical coding/CPT codes, ICD 9 &10 and, required surgical equipment.

HOLY CROSS HOSPITAL

Silver Spring, MD

Patient Registration Representative II – On Call

January 2018 – December 2021

- Obtain and verify demographic and financial information for all inpatients/outpatients prior to or during the registration process.
- Verify and enter accurate patient information into the registration systems.
- Obtain signatures on all required hospital and regulatory forms, ensure all required documentation is present and, obtain applicable patient payments prior to or at the time services are provided.
- Provide excellent customer service. Complete all managed care notification requirements.
- Maintain patient confidentiality and always adhere to the hospital's privacy and security policies.

CAPITAL WOMEN'S CARE

Silver Spring, MD

Front Desk/Surgical Coordinator

January 2017 - January 2018

- Provide excellent customer service.
- Schedule/cancel: OB/GYN appointments, sonogram, vaginal/caesarean section, IUD insertion/removal.
- Import/upload patient documents and, file into patients' chart.
- Answer phone calls, faxes, emails. Verify insurance. Bank deposits.
- Order intrauterine devices, office supplies.

AMERICAN SPINE

Germantown, MD

Front Desk Supervisor

April 2014 - January 2017

- Provide excellent customer service.
- Schedule/cancel appointments and, schedule/cancel injections/surgeries.
- Fax, email, call confirmations, filing, scanning proper paperwork, prior authorization, file claims through insurance.
- Bank deposits, pick up/drop off mail.
- Manage front desk staff and help maintain Seneca Meadows Surgery Center

CSAAC

Gaithersburg, MD

Residential Counselor

February 2014 - February 2015

- Provide one-to-one direct care to adult(s) with disabilities (autism) in residential environment.
- Assist with personal care needs, contributed guidance and mediation, and responded to household dilemmas in both individual and group settings.
- Provide transportation to clients' work, recreational and organizational events.
- Documented daily occurrences, activities, and incidents.
- Implemented behavioral and psychiatric rehabilitation treatment plans.
- Assisted in all aspects of home life, i.e., meal planning, ADL's, preparation budgeting and leisure time.
- Properly and accurately administered medication.

PROJECT HOPE, THE NEW DIRECTION - VOLUNTEER

April 2008 - April 2010

- ✓ Interned and volunteered in Project Hope's mission to help the youth that were living in poverty in New York City develop their strengths, skills, talents and competencies through effective experiential learning, youth development principles and work programs to prepare them for today's economy.

NEW YORK METHODIST HOSPITAL - VOLUNTEER

October 2009 - April 2010

- ✓ Interned in a hospital environment as patient care tech. Various duties included but not limited to the following: transported patients, fed patient's and, gave general assistance to registered nurses, CNAs, and other staff members. Read charts, NPO, filing, answered phones, general customer service and, assisted in daily living to geriatric patients.

CAGLEVISION INC. - PRODUCTION ASSISTANT

January 2006 – September 2009

- ✓ Started out as child actor in various independent film productions. Duties included improvisation techniques, musical theatre, script and character analysis, voiceovers, dance, film development.
- ✓ Listed on International Movie Data Base (IMDB.com), the world's best authority on film and motion pictures. Won prestigious awards.
- ✓ Participated in over ten feature and short films. Films shown all over the world and participated in international film festivals.
- ✓ Worked with top celebrities including Director Bill Duke, Louis Gossett Jr, Vivica A. Fox, Mya, Leon, Clifton Davis, Aunjanue Ellis, Buddha Monk, ODB, Patti Labelle

Education:

University of Maryland Global College

Bachelor of Science: *Health Services Management*

Rockville, MD

December 2024

Montgomery College

Associate of Applied Science: *Health Information Management*

Rockville, MD

May 2016

Benjamin N. Cardozo HS

High School Diploma

Bayside, NY

June 2010

Hollywood Film Institute

Certificate of Completion for Film

New York, NY

August 2008

Skills:

Ability to type **90 wpm**, counseling skills, communication skills, organization skills, bookkeeping skills, data entry skills and, physical therapy skills. Ability to work in a fast-paced environment completing multiple tasks. Ability to prepare internal and external corporate documents for team members and industry partners. Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities. Proficient in collaborating and delegating duties. Knowledge on Webex. Manage executives' calendars and set up meetings. Make travel and accommodation arrangements. Rack daily expenses and prepare weekly, monthly, or quarterly reports. Oversee the performance of other clerical staff. Take minutes during meetings. Versed in computer programs including Microsoft Word, Excel, Entourage, PowerPoint. Skilled in camera work: editing, music videos, record keeping and, voiceovers. Knowledge of cloud-based contact center solutions, VoIP, and related technologies. Skilled in negotiating techniques, business development, production assistance, director, and producer assistance. Familiarity with software development (SDLC) and agile methodologies.

FOR EMR PURPOSES: I have experience with using Nextgen, Greenway, Kareo, Centricity IDX, Power Chart, Med Connect, Emdeon, First Net, EPIC Hyperspace and Production, Solarity Web and, Athena software for patient intake/demographic.

Certifications/Licenses:

CPR certification, First Aid certification and, Medication Technician License.

Languages:

English, American Sign Language (ASL), French and, Spanish

Professional References:

Kenya Cagle M.B.A.: 347-443-5111, kenyacagle57@gmail.com, **CEO of Caglevision Inc.** [Boss and Mentor]

Natalie Cruz: 718-207-9812, natalie.cruz85@gmail.com, **CEO of Project Hope – The New Direction** [Mentor]

Ramon Cameron M.P.A.: 718-208-0802, **Director of Washington County Juvenile Department** [Boss and Mentor]

Nisha Turner, CRNP: 804-380-1236, **Nurse Practitioner** [Previous Co-Worker]

Shaun D. Francois I: *Will Provide Contact Information Upon Request*, **President of District Council 37** [Mentor]

King James Venord: *Will Provide Contact Information Upon Request*, **Manager at American Spine** [Supervisor]