

Abbygaile Karris

Clinic Coordinator

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📍 6522 Harlan Street, Arvada,
CO 80003

Education

Bachelor's degree at University of Connecticut, Storrs, CT

Sep 2013 - May 2017

I managed to maintain a 4.0 GPA throughout my entire four years of undergraduate study. I was also able to complete an internship during each summer break, which helped me gain valuable experience in the field.

Links

[linkedin.com/in/abbygailekarris](https://www.linkedin.com/in/abbygailekarris)

Skills

Excellent time management and organizational skills

Strong written and verbal communication skills

Ability to multitask and prioritize

Experience with clinic scheduling software

Familiarity with medical terminology

Proficiency in Microsoft Office Suite programs

Languages

Portuguese

Profile

I am a highly experienced clinic coordinator with extensive experience in both the public and private sector. I have worked extensively with clinical staff, patients and families to ensure that all aspects of patient care are coordinated effectively. I am an excellent communicator and have superb organisation skills which enable me to work well under pressure whilst maintaining a high level of accuracy. Above all, I pride myself on my compassionate nature and ability to provide support during difficult times for patients and their loved ones alike.

Employment History

Clinic Coordinator-Medical Billing at North American Partners in Anesthesia (New York)

May 2022 - Present

- Hired and trained new front desk staff.
- Answered an average of 150 calls per day.
- Scheduled appointments for approximately 200 patients per day.
- Managed medical records for a total of 500 patient files.
- Assisted with billing and coding insurance claims.
- Coordinated care between primary care physicians, specialists, diagnostic centers, hospitals, etc.

Clinic Coordinator-Appointments at Mayo Clinic Health System (Minnesota)

Sep 2017 - Apr 2022

- Led a team of 5 medical assistants and 2 front desk staff members.
- Managed daily operations for the clinic, including scheduling, billing, and insurance issues.
- Ensured that all patients received high-quality care by monitoring clinical standards and conducting regular reviews with providers.
- Coordinated patient education programs on topics such as diet, exercise, and disease prevention.
- Negotiated contracts with vendors for supplies and services.
- Implemented a new electronic health records system which improved efficiency by 25%.

Certificates

Associate's Degree in Health Information Management (ADHIM)

Apr 2021

Registered Health Information Administrator (RHIA)

Oct 2019

Certified Coding Specialist - Physician-based (CCS-P)

Jan 2018