**R E S U M E**

Gina R Leary

4318 Genesis Road

Crossville, TN 38571

931-707-5178 fax

931-248-1414 cell

activecredservices@gmail.com email

EXPERIENCE:

2014 to present Medical Services Management, LLC

 Active Credentialing Services, LLC

 4318 Genesis Road

 Crossville, TN 38571

 931-248-1414

 Self-employed- Contracting with medical practices and

 Clinics. Medical Billing, Accounts Receivable,

 Credentialing, Quick Books, Practice Fusion EMR and

 Office Ally/Practice Mate System

2003 to 2014 Wyndridge Health and Rehabilitation Center

 456 Wayne Avenue

 Crossville, TN 38555

 (931)484-6129

 Accounts Receivable, Medical Billing, Credentialing

 Health Tech, Computer

1998 to 2012 Cumberland Orthopedics

 Jon A. Simpson, M.D.

 118 Brown Avenue Ste 103

 Crossville, TN 38555

 931-484-8861

 Insurance, Accounts Receivable, Posting payments,

Monthly reports, Credentialing for Insurance Companies and Providers, Invoicing, Cam Charges, Managed front office, 401K reports, payroll.

Medical Manager (Vitera), Computer

1997 to 1998 Alliance Medical Practice

 2815 NW 13th Street, Ste 306

 Gainesville, FL 32609

 (352)376-8748

 Electronic and Paper Claims Specialist

 Medical Manager, Computer

1992 to 1997 David A. Mosborg, M.D.

 1895 Kingsley Avenue, Ste 703

 Orange Park, FL 32073

 (904)276-1446

 Audio Tech, Business Mgr, Insurance,

 Collections, Billing, Accounts Receivable,

 Scheduling Surgeries, Receptionist,

 Medic, Computer

1987 to 1992 Joseph A. Ruggiero, M.D.

 2035 Professional Center Dr, Ste A

 Orange Park, FL 32073

 (904)272-3200

 Insurance, Collections, Billing, Accounts Receivable,

 Front Desk Receptionist, Audiograms, Back Office Asst.

 Medical Office Manager, Computer

1986 to 1987 Ahmed M. Ayad, M.D. (Deceased)

 1895 Kingsley Ave, Ste 403

 Orange Park, FL 32073

 Insurance, Collections, Billing, Receptionist,

 Back Office Assistant

EDUCATION

College: Florida Junior College

 Jacksonville, FL

 Major: Computer Programming

High School: N.B. Forrest High School

 Jacksonville, FL

 Graduate-Academic-1985

PERSONAL

Age: 47 Birth date: May 11, 1967

Marital Status: Married

Health: Excellent

Nonsmoker