**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](mailto: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